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LASER CLASS® 1060P

USER'S GUIDE

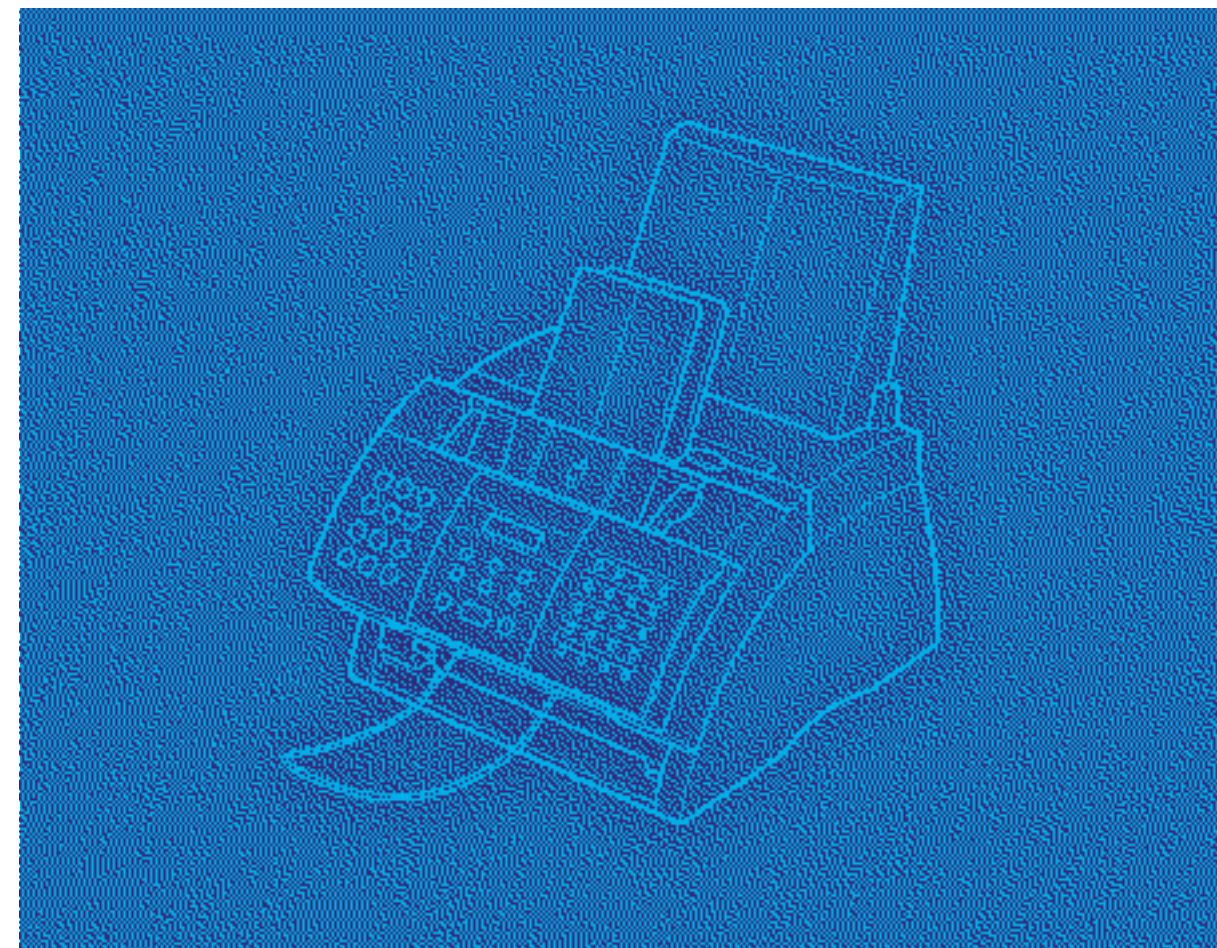
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# LASER CLASS® 1060P

## USER'S GUIDE



ENGLISH

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## Disclaimer

Canon U.S.A., Inc. has reviewed this User's Guide thoroughly in order to make it an easy to use guide for your Canon LASER CLASS 1060P system. All statements, technical information, and recommendations in this guide and in any guides or related documents are believed reliable, but the accuracy and completeness thereof are not guaranteed or warranted, and they are not intended to be, nor should they be understood to be, representations or warranties concerning the products described.

Your LASER CLASS 1060P has been sold to you subject to the limited warranties set forth in the warranty cards. Further, Canon U.S.A. reserves the right to make changes in the specifications of the products described in this guide at any time without notice and without obligation to notify any person of such changes.

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As an ENERGY STAR® Partner, Canon U.S.A. has determined that the LASER CLASS 1060P meets the ENERGY STAR® guidelines for energy efficiency.



Super G3 is a phrase used to describe the new generation of fax units that use ITU-T V.34 standard 33.6 Kbps\* modems. Super G3 High Speed Fax units allow transmission time of approximately three seconds\* per page which results in reduced telephone line charges.

\* Approximately three seconds per page document transmission time based on ITU-T No. 1 Chart, standard mode, at 33.6 Kbps modem speed. The Public Switched Telephone Network (PSTN) currently supports 28.8 Kbps modem speeds or lower, depending on telephone line conditions.

# Users in the U.S.A.

## Pre-Installation Requirements for Canon Facsimile Equipment

### A. Location

Supply a suitable table, cabinet, or desk. See page 2-2 for the unit's dimensions, and page A-2 for the unit's weight.

### B. Order Information

1. Only a single line, touch-tone or rotary telephone set is to be used.
2. Order an RJ11-C modular jack (USOC code), which should be installed by the telephone company. If the RJ11-C jack is not present, installation cannot occur.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or the equivalent. Use one line per unit.

DDD (DIRECT DISTANCE DIAL) LINE

-or-

IDDD (INTERNATIONAL DIRECT DISTANCE DIAL) LINE IF YOU  
COMMUNICATE OVERSEAS



Canon recommends an individual line following industry standards, e.g. the 2500 (Touch Tone) or 500 (Rotary/Pulse Dial) telephones. A dedicated extension off a PBX unit without "Call Waiting" can be used with your LASER CLASS 1060P. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax error.

### C. Power Requirements

This equipment should be connected to a standard 120-volt AC, three-wire grounded outlet only. Do not connect this unit to an outlet or power line shared with other appliances that cause "electrical noise." Air conditioners, electric typewriters, copiers, and machines of this sort generate electrical noise which often interferes with communications equipment and the sending and receiving of documents.

## Connection of the Equipment

This equipment complies with Part 68 of the FCC rules. On the rear panel of this equipment is a label that contains, among other information, the FCC Registration Number and Ringer Equivalence Number (REN) for this equipment. If requested, this information must be given to the telephone company. This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs.

## In Case of Equipment Malfunction

Should any malfunction occur which cannot be corrected by the procedures described in this User's Guide, disconnect the equipment from the telephone line or unplug the power cord. The telephone line should not be reconnected or the power cord plugged in until the problem is completely resolved.

## Rights of the Telephone Company

Should the equipment cause harm to the telephone network, the telephone company may temporarily disconnect service. The telephone company also retains the right to make changes in facilities and services which may affect the operation of this equipment. When such changes are necessary, the telephone company is required to give adequate prior notice to the user.

## FCC Notice

LASER CLASS 1060P: Facsimile Transceiver, Model H12204

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference, and
- (2) this device must accept an interference received, including interference that may cause undesired operation.



Note

This equipment has been tested and found to comply with the limits for a class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Use of shielded cable is required to comply with class B limits in Subpart B of Part 15 of FCC Rules.

Do not make any changes or modifications to the equipment unless otherwise specified in the User's Guide. If such changes or modifications should be made, you could be required to stop operation of the equipment.

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TEL No. 1-800-OK-CANON

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.

In order to program this information into your LASER CLASS 1060P, follow the instructions in Chapter 3 of this User's Guide.

# Users in Canada

## Pre-Installation Requirements for Canon Facsimile Equipment

### A. Location

Supply a suitable table, cabinet, or desk. See page 2-2 for the unit's dimensions, and page A-2 for the unit's weight.

### B. Order Information

1. Provide only a single-line to touch-tone or rotary telephone set terminated with a standard 4-pin modular phone plug. (Touch-tone is recommended if available in your area.)
2. Order an RJ11-C modular jack (USOC code), which should be installed by the telephone company. If the RJ11-C jack is not present, installation cannot occur.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or equivalent. Use one line per unit.

DDD (DIRECT DISTANCE DIAL) LINE

-or-

IDDD (INTERNATIONAL DIRECT DISTANCE DIAL) LINE IF YOU  
COMMUNICATE OVERSEAS



Canon recommends an individual line following industry standards [e.g., the 2500 (touch tone) or 500 (rotary/pulse dial) telephones]. A dedicated extension off a PBX without "Camp On" signals is also permissible with your LASER CLASS 1060P. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax error.

### C. Power Requirements

The power outlet should be a three-prong grounded receptacle (Single or Duplex). It should be independent from copiers, heaters, air conditioners or any electric equipment that is thermostatically controlled. The rated value is 120 volts and 15 amperes. The RJ11-C modular jack should be relatively close to the power outlet to facilitate installation.

## Notice

The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications networks protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.



Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.



**Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.**



This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5. The REN of this product is 0.3.

CANON CANADA INC.

1-800-263-1121

24 HOURS A DAY, SEVEN DAYS A WEEK

# Laser Safety

This unit complies with 21 CFR Chapter 1 Subchapter J as a Class 1 laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. This means that the unit does not produce hazardous radiation.

Since radiation emitted inside the unit is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation.

## CDRH Regulations

The Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration implemented regulations for laser products on August 2, 1976. These regulations apply to laser products manufactured from August 1, 1976. Compliance is mandatory for products marketed in the United States.



**Use of controls, adjustments, or performance of procedures other than those specified in this User's Guide may result in hazardous radiation exposure.**

The label is attached to the laser scanner unit inside the unit and is not in a user access area.

	<b>DANGER</b>	- Invisible laser radiation when open. AVOID DIRECT EXPOSURE TO BEAM.
	<b>CAUTION</b>	- INVISIBLE LASER RADIATION WHEN OPEN. AVOID EXPOSURE TO BEAM.
	<b>ATTENTION</b>	- RAYONNEMENT LASER INVISIBLE EN CAS D'OUVERTURE. EXPOSITION DANGEREUSE AU FAISCEAU.
	<b>VORSICHT</b>	- UNSICHTBARE LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.
	<b>ATTENZIONE</b>	- RADIAZIONE LASER INVISIBLE IN CASO DI APERTURA. EVITARE L'ESPOSIZIONE AL FASCIO.
	<b>PRECAUCION</b>	- RADIACION LASER INVISIBLE CUANDO SE ABRE. EVITAR EXPONERSE AL RAYO.
	<b>VARO!</b>	- AAVATTAESSA OLET ALTTIINA NÄKYMÄTTÖMÄLLE LASERSÄTEILYLLE. ÄLÄ KATSO SÄTEESEEN.
	<b>VARNING!</b>	- OSYNLIG LASERSTRÄLNING NÄR DENNA DEL ÄR ÖPPNAD. BETRAKTA EJ STRÅLEN.
	<b>ADVARSEL!</b>	- USYNLIG LASER STRÅLING, NÄR DENNE ER ÅBEN. UNDGA BESTRÅLING.
	<b>ADVARSEL</b>	- USYNLIG LASERSTRÅLING, NÄR DEKSEL ÅPNES. UNNGA EKSPONERING FOR STRÅLEN.
<b>注意</b>	- このカバーの内側では不可視レーザー光が照射されています。 レーザー光にさらされないようにしてください。 RS5-8169	



**Performance of procedures other than those specified herein may result in hazardous radiation exposure.**



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# Chapter 1

## Introduction

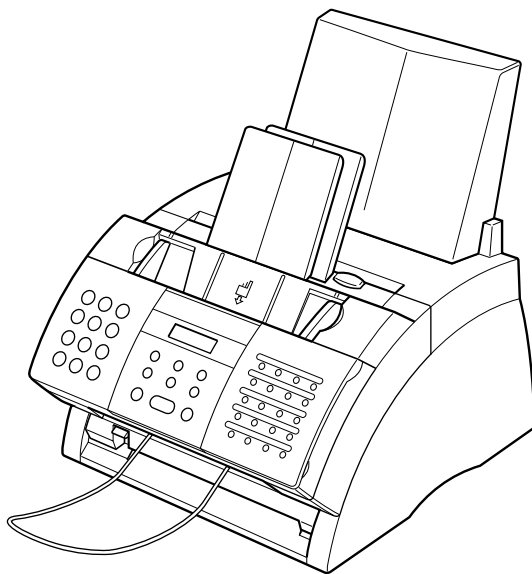
This chapter introduces you to the main features of the unit. It also explains how to get the most out of the documentation provided, and gives important safety instructions.

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# Welcome

Thank you for purchasing the Canon LASER CLASS 1060P (hereafter referred to as the LASER CLASS or unit).



Your unit is a complete multifunction system for your home or small office. It combines the following essential office machines into a single, convenient desktop unit.

- Printer
- Plain Paper Fax Machine
- Copier
- Telephone\*

With its multitasking ability, your unit enables you to perform a number of operations simultaneously. For example, you can print or make copies at the same time you are sending from memory or receiving a fax into memory.

\*Requires the optional handset, a telephone, or an answering machine to be connected to the unit.

# Main Features of the LASER CLASS

## ■ Printer Features

- 600 × 600 dpi laser beam printing for high resolution text and graphics
- Exceptional printing speed of approximately 6 letter-size pages\* per minute
- Easy and clean installation of the toner cartridge
- Convenient multi-purpose tray for loading a variety of paper and other print media
- Toner saving feature for less toner consumption and a longer cartridge life

## ■ Plain Paper Fax Features

- Automatic switching between fax and voice calls
- Increased transmission speed with G3 data encoding—up to approximately 3 seconds\* per page
- 256-page\* memory for storing faxes
- Canon's Ultra High Quality (UHQ™) Image Processing System for enhanced definition in faxed photos
- Error Correction Mode (ECM) to reduce transmission errors when sending to or receiving from fax machines with ECM capability
- Automatic dialing and broadcasting—one-touch, coded speed dialing, and group dialing
- Answering machine connection possible for automatically receiving both messages and faxes
- Automatic reduction of received faxes when paper in the unit does not match transmitted page size
- Special faxing features, such as delayed sending, polling, and reception restriction
- DRPD (Distinctive Ring Pattern Detection) capability (subscription to a DRP service necessary)

## ■ Copier Features

- Up to 99 copies of a document
- 400 × 300 dpi high-resolution copying (single copies)
- Copy reduction—90%, 80%, or 70%

## ■ Telephone Features

- Connection for the optional handset or a telephone, as well as one other external device (additional telephone, answering machine, or data modem)
- One-touch and coded speed dialing for quick and efficient dialing

\*Based on ITU-T No. 1 Chart, standard mode.

# Using Your Documentation

Your unit includes the following three manuals:

- **LASER CLASS 1060P User's Guide** (this guide): Refer to this guide for instructions on setting up your unit, setting your unit to send and receive, and making copies. There is also information on selecting and loading print media and documents, instructions on unit maintenance, and a troubleshooting section if you have difficulties operating your unit.
- **Printer Driver Manual**: Refer to this manual (included in the CD-ROM) for instructions on printing from your PC. Here you will find detailed instructions on installing the printer driver software, operating it, and other relevant information for using your unit as a printer. Refer to the troubleshooting section if you have trouble printing.
- **Printer Driver Quick Start Guide**: This guide provides a quick reference on how to install the printer driver into your PC, and how to print from your PC with your unit.

## How to Use This Guide

To make the best use of this guide, be sure to do the following:

- Read this chapter to learn about your unit's main features, and for guidelines on using the unit safely.
- Carefully follow the instructions in Chapter 2, *Setting Up*, to get your unit unpacked, assembled, and ready for use.
- Read Chapter 3, *Registering Information*, to learn how to enter information in the unit, and how to register the required sender information.
- Refer to Chapter 4, *Document Handling*, for details on the document requirements for your unit and how to load them.
- Refer to Chapter 5, *Print Media Handling*, for details on paper and other print media you can load on your unit, guidelines for selecting them, and other information relating to print media and printing.
- Read Chapter 6, *Speed Dialing*, to learn how to register numbers for speed dialing and how to use speed dialing to send documents.
- Read Chapters 7 through 10 to master the unit's operating procedures, such as sending and receiving faxes, special dialing, and making copies.
- Refer to Chapter 11, *Reports and Lists*, to learn about the reports and lists that can be automatically or manually printed from your unit.
- Look over Chapter 12, *Maintenance*, to become familiar with procedures for cleaning the unit and replacing the toner cartridge.
- If your unit is not operating properly, use Chapter 13, *Troubleshooting*, to try to fix the problem.
- Refer to Chapter 14, *Summary of Settings*, to learn how to change default settings, and how to customize your unit to your needs.

- Refer to Appendix A, *Specifications*, for the unit's technical specifications.
- If you have purchased the optional handset, refer to Appendix B, *Options*, for details on attaching it to your unit.
- If there are terms in this guide you do not understand, refer to the Glossary.

If you still have questions on how to use your unit, please contact your local authorized Canon Facsimile Dealer. They will be happy to answer your questions.



You must register your fax number, your name or company name, and the date and time on your unit before using it. This is required by the FCC rules governing the use of fax equipment. For details, see p. 3-5.

## Type Conventions Used in This Guide

Please read the list below of symbols, terms, and abbreviations used in this guide. A complete glossary of terms is included at the end of this guide.



**Cautions tell you how to avoid actions that could injure you or damage your unit. In order to use your unit safely, always observe these cautions.**



Notes provide advice on using your unit more effectively, describe operating restrictions, and tell you how to avoid minor difficulties. Reading these is recommended to make the most of your unit and its functions.

(→ p. <i>n-nn</i> )	A number preceded by an arrow and enclosed in parenthesis references a page number (p.) or page numbers (pp.) that contain more information on the topic of the previous sentence.
(→ <i>Printer Driver Manual</i> )	Refer to the <i>Printer Driver Manual</i> for details on the topic of the previous sentence.
default	A setting that remains in effect unless you change it.
document or fax	The original sheet(s) of paper you send or receive with your unit.
menu	A list of settings from which you select an item to set up or change. A menu has a title which appears in the LCD.
Ex:	Example of a message or setting displayed in the LCD.
LCD	<i>Liquid Crystal Display</i> . The display on the operation panel that displays messages and settings.

In addition, this guide uses distinctive typefaces to identify buttons and information in the LCD:

- The buttons you press appear in this typeface: **Stop**.
- Information in the LCD appears in this typeface: USER SETTINGS.

# Customer Support

Your unit is designed with the latest technology to provide trouble-free operation. The warranty information describes Canon's limited warranty for its products. Be sure to read this warranty information.

If you have a problem with the unit's operation, try to solve it by referring to the information in Chapter 13. If you cannot solve the problem or if you think your unit needs servicing, contact your local authorized Canon Facsimile Dealer. If you think your unit needs service, only an authorized Canon Facsimile Dealer will do warranty service.



Note

You must have your sales receipt for warranty service.

# Important Safety Instructions

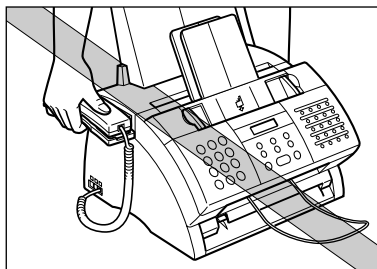
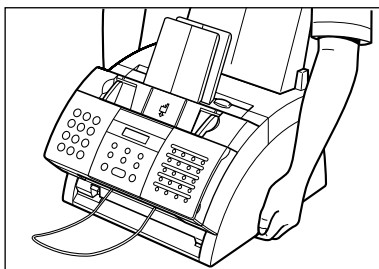
Read these safety instructions thoroughly before using your unit.



**Except as specifically described in this guide, do not attempt to service the unit yourself. Never attempt to disassemble the unit: opening and removing its interior covers will expose you to dangerous voltages and other risks. For all service, contact your local authorized Canon Facsimile Dealer.**

## ■ Handling and Maintenance

- Follow all warnings and instructions marked on the unit.
- Do not subject the unit to strong physical shocks or vibrations.
- Always unplug the unit before moving or cleaning it.
- To avoid paper jams, never unplug the power cord, open the front cover, or add or remove paper in the multi-purpose tray while printing.
- When transporting the unit, be sure to remove the toner cartridge from the unit. Place the toner cartridge in its original protective bag or wrap it in a thick cloth to prevent exposure to light.
- Always lift the unit as shown below. Never lift it by any of its attachments.



- Do not insert any objects into the slots or openings on the unit since they may touch dangerous voltage points or short out parts. This could result in fire or electric shock.
- Do not allow small objects (such as pins, paper clips, or staples) to fall into the unit. If something does fall into it, unplug the unit immediately and contact your local authorized Canon Facsimile Dealer.
- To avoid spillage in or around the unit, do not eat or drink near it. If you spill liquid or if any substance falls into it, unplug the unit immediately and contact your local authorized Canon Facsimile Dealer.
- Keep the unit clean. Dust accumulation can prevent the unit from operating properly.

- Unplug the unit from the wall outlet and contact your local authorized Canon Facsimile Dealer in any of the following cases:
  - When the power cord or plug is damaged or frayed.
  - If liquid has spilled into the unit.
  - If the unit has been exposed to rain or water.
  - If the unit does not operate normally when you have followed the instructions in this guide. Adjust only those controls that are covered by the instructions in this guide. Improper adjustment of other controls may result in damage and may require extensive work by a qualified technician to restore the product to normal operation.
  - If the unit has been dropped or the cabinet has been damaged.
  - If the unit exhibits a distinct change in performance, indicating a need for servicing.

## ■ Location

- Place the unit on a flat, stable, vibration-free surface that is strong enough to support its weight (approx. 24.3 lb./11 kg).
- Place the unit in a cool, dry, clean, well ventilated place.
  - Make sure the area is free from dust.
  - Make sure the location is not affected by extreme temperature changes, and always stays between 50° and 90.5°F (10° and 32.5°C).
  - Make sure the area's relative humidity is always between 20% and 80%.
- Keep the unit away from direct sunlight as this can damage it. If you have to place it near a window, install heavy curtains or blinds.
- Do not use the unit near water. Make sure that no wet or humid objects come into contact with the unit.
- Do not use or store the unit outdoors.
- Do not install the unit near devices that contain magnets or generate magnetic fields, such as speakers.
- If possible, place the unit near an existing telephone line outlet for easy connection of the telephone line cord, and to avoid the expense of installing a new outlet.
- Place the unit near a standard 120 V AC (60 Hz) power outlet.
- Place the unit near the PC you will be connecting it to. Make sure you can reach it easily since you will be using it as a printer, fax machine, and copier.
- To ensure reliable operation of the unit and to protect it from overheating (which can cause it to operate abnormally and create a fire risk), do not block the exhaust vent. Never block or cover any openings on the unit by placing it on a bed, sofa, rug, or other similar surface. Do not place the unit in a closet or built-in installation, or near a radiator or other heat register unless proper ventilation is provided. Leave approximately 4 inches (10 cm) space around all sides of the unit. For the dimensions of the unit, see p. 2-2.



- Do not stack boxes or furniture around the power outlet. Keep the area free so you can reach the outlet quickly. If you notice anything unusual (smoke, strange odors, noises) around the unit, unplug the unit immediately. Contact your local authorized Canon Facsimile Dealer.
- Do not allow anything to rest on the power cord, and do not place the unit where the cord will be walked on. Make sure the cord is not knotted or kinked.

## ■ Power Supply

- During electrical storms, disconnect the power cord from the power outlet. (Please note that any documents stored in the unit's memory will be deleted when you unplug the unit.)
- Whenever you unplug the unit, wait at least five seconds before plugging it in again.
- Do not plug the unit into an uninterruptible power supply (UPS).



**This product emits low level magnetic flux.**

**If you use a cardiac pacemaker and feel abnormalities, please move away from this product and consult your doctor.**



# Chapter 2

## Setting Up

This chapter explains all the necessary steps to get your unit ready for use. You will find instructions for unpacking, assembling, and connecting your unit, and learn how to install the toner cartridge and load paper.

<b>Choosing a Location for the LASER CLASS</b> .....	2-2
Dimensions .....	2-2
<b>Unpacking the LASER CLASS</b> .....	2-3
Do You Have Everything? .....	2-3
Removing Shipping Materials .....	2-5
<b>Assembling the LASER CLASS</b> .....	2-6
<b>Making Connections</b> .....	2-7
Connecting the Telephone Line Cord and External Devices .....	2-7
Connecting the LASER CLASS to Your PC .....	2-8
Connecting the Power Cord .....	2-9
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Operation Panel .....	2-11
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<b>Installing the Toner Cartridge</b> .....	2-12
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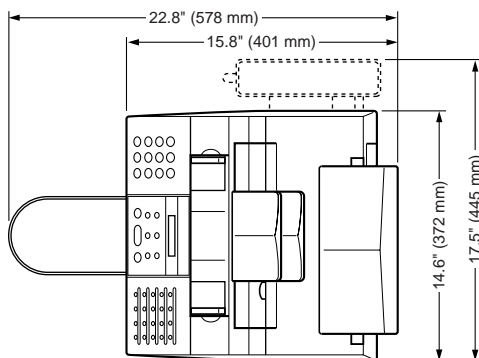
# Choosing a Location for the LASER CLASS

Before unpacking your unit, be sure to choose a suitable location for it (→ p. 1-8).

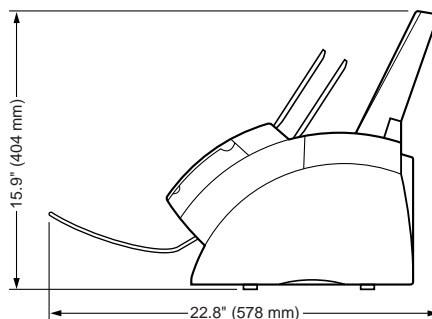
## Dimensions

Make sure the location you choose provides enough space around the unit for adequate ventilation, and to allow paper to flow freely into and out of the unit. Leave approximately 4 inches (10 cm) space around all sides of the unit. The illustrations below show the dimensions of the unit.

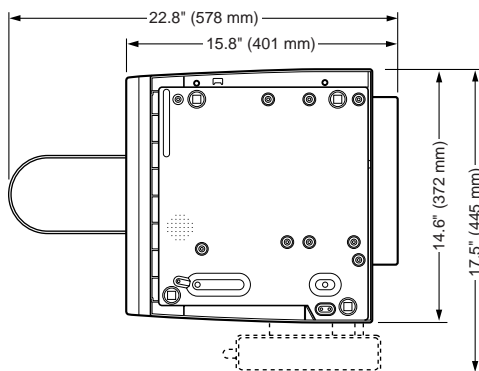
TOP VIEW



SIDE VIEW



BOTTOM VIEW



Note

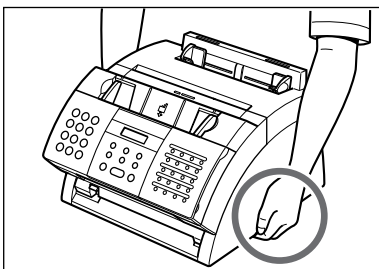
If you need help installing the unit or have any questions about it, please contact your local authorized Canon Facsimile Dealer.

# Unpacking the LASER CLASS

Follow the directions below to unpack the unit properly and to make sure you have all its components.



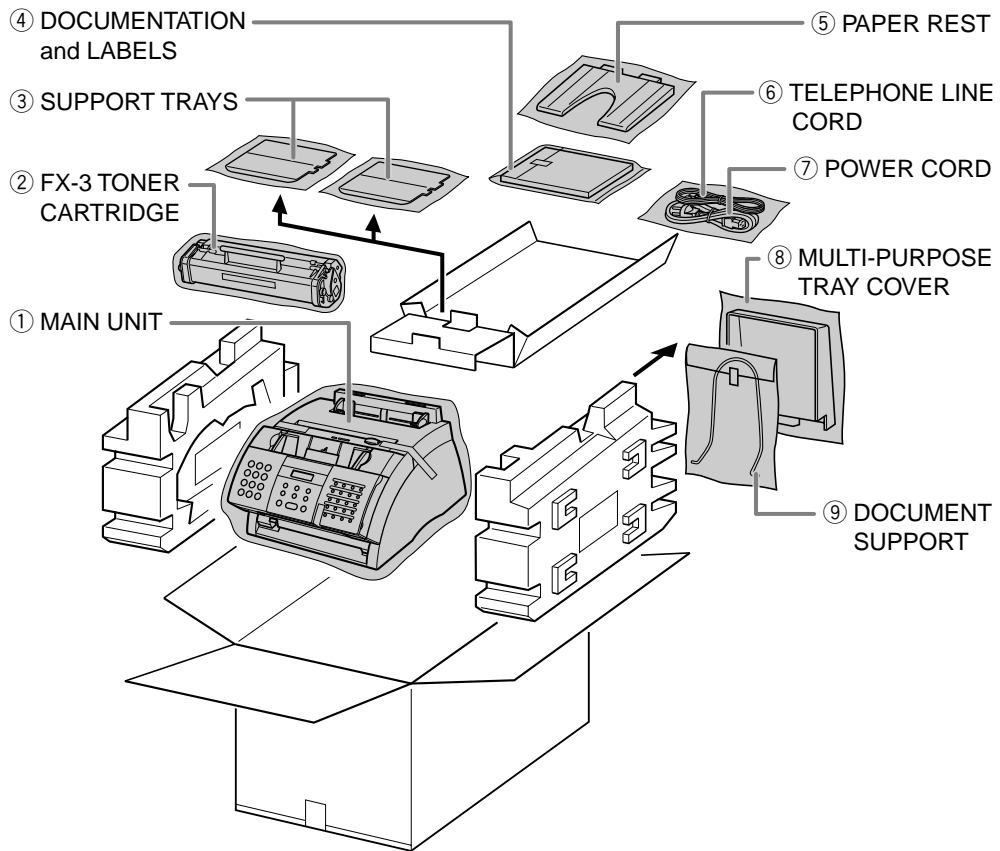
When lifting the unit out of the box or when moving it, lift it from the recessed areas on the sides of the unit. Make sure you hold the unit firmly and level.



## Do You Have Everything?

Carefully remove all items from the box. You should have someone help you hold the box while you lift out the unit and its protective packaging. Save the carton and packaging in case you need to transport the unit in the future.

Make sure you have all the items on the following page:



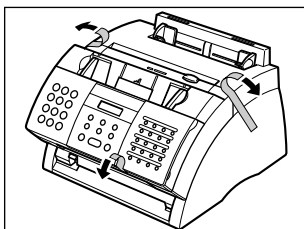
If any items are damaged or missing, notify your local authorized Canon Facsimile Dealer immediately.



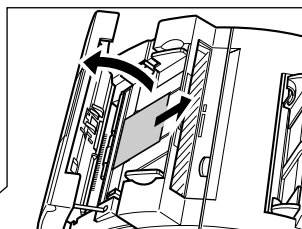
- The actual packaging may differ in shape, quantity, and position from the one shown above.
- Important! Save your sales receipt for proof of purchase in case your unit requires warranty service.
- If you are connecting your unit to a PC, you will need to purchase a printer cable (→ p. 2-8).
- If you have purchased the optional handset, see Appendix B for the items included.

## Removing Shipping Materials

Follow this procedure to remove the shipping materials. Keep them in case you need to transport the unit in the future.



- 1** Remove all shipping tapes from the FAX.



- 2** Use both hands to gently open the operation panel (it only opens partially). Then remove the protective sheet from the ADF. Close the operation panel by pressing it down from the center until it locks into place.

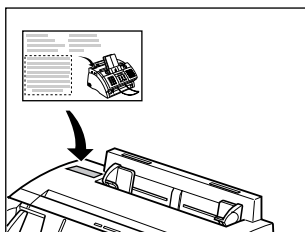


**Note** The actual shipping materials may differ in shape, quantity, and position from the ones shown above.

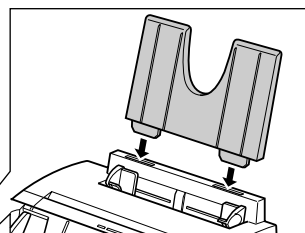


# Assembling the LASER CLASS

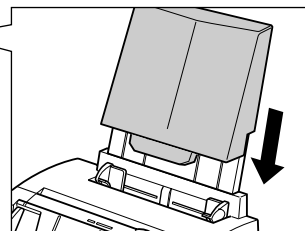
Follow this procedure to assemble your unit:



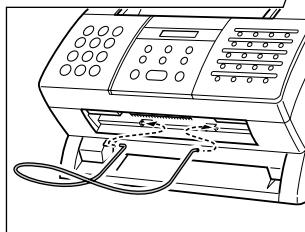
- 1** Attach the paper loading warning label to the left of the multi-purpose tray.



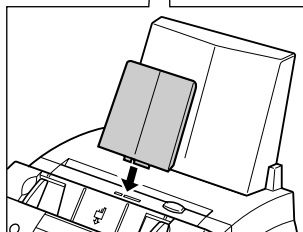
- 2** Insert the tabs of the paper rest into the slots on the unit.



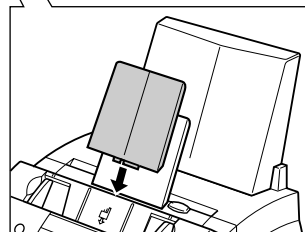
- 3** Slide the multi-purpose tray cover over the paper rest.



- 4** Insert the ends of the document support into the slots on the unit.



- 5** Insert the tabs of one of the support trays into the corresponding slots above the face-down delivery slot.



- 6** Insert the tabs of the other support tray into the corresponding slots above the ADF.



- To see how your unit looks fully assembled, see p. 2-10.
- For details on attaching the optional handset to your unit, see Appendix B.

# Making Connections

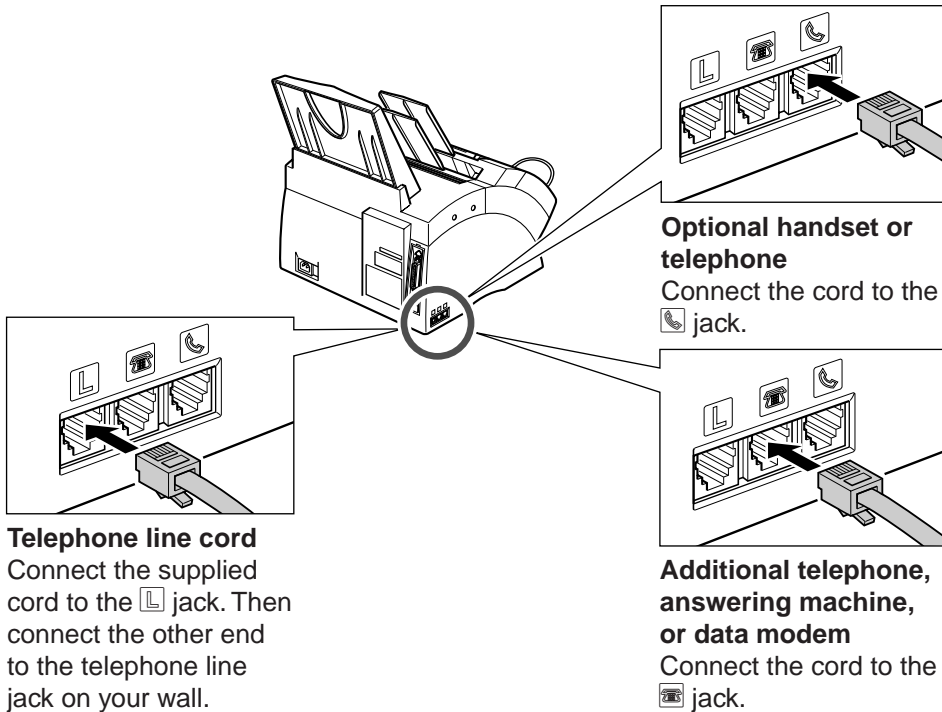
## Connecting the Telephone Line Cord and External Devices

Your unit has three jacks on the side for connection of the following:

- Telephone line cord
- Optional handset or telephone
- Additional telephone, answering machine, or data modem

If you only have one telephone line and plan to use your unit for receiving both faxes and voice calls, you will need to connect the optional handset, a telephone, or an answering machine to your unit.

Be sure to connect any external device before using your unit. Follow this procedure to connect the telephone line cord and external device(s):



- Canon cannot guarantee that all answering machines will be compatible with your unit, due to varying specifications.
- If you have connected an external device to your unit, be sure to set the correct receive mode (→ Chapter 8).
- To connect an additional telephone as well as an answering machine, connect the additional telephone to the answering machine, and then the answering machine to your unit.
- If you use your data modem extensively, you may prefer to have a dedicated telephone line for it.

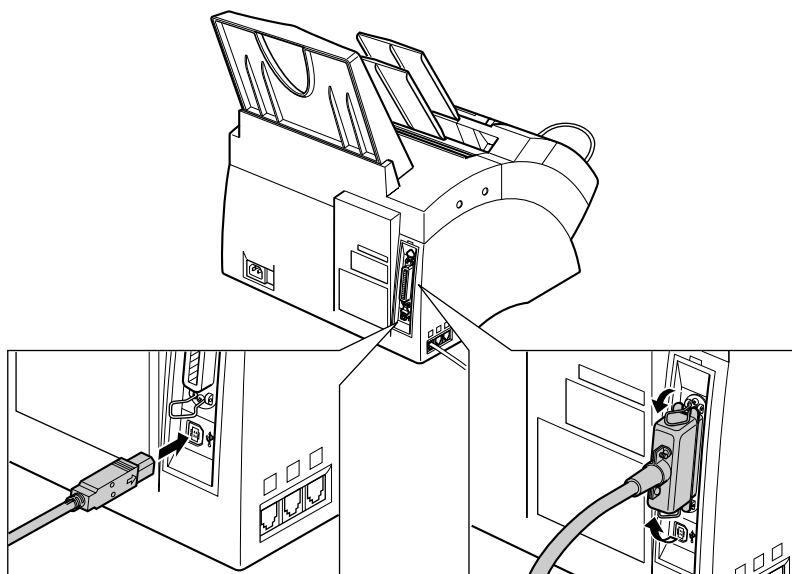
## Connecting the LASER CLASS to Your PC

To connect your unit to a PC, you will need to purchase a printer cable suitable for the interface connector on your PC:

- A Centronics®-compatible parallel cable (IEEE 1284-compliant) no longer than 6.6 feet (2 meters)  
-or-
- A USB cable no longer than 16.4 feet (5 meters)

You can purchase either of these cables from your local authorized Canon dealer.

Follow this procedure to connect the appropriate cable:



### ■ Connecting a USB Cable

To ensure proper operation of the printer driver, connect the USB cable to the unit and PC during software installation (→ *Printer Driver Manual*).

### ■ Connecting a Parallel Cable

Connect the parallel cable to the unit and PC before installing the software. Be sure to secure the cable connectors with the wire clips.

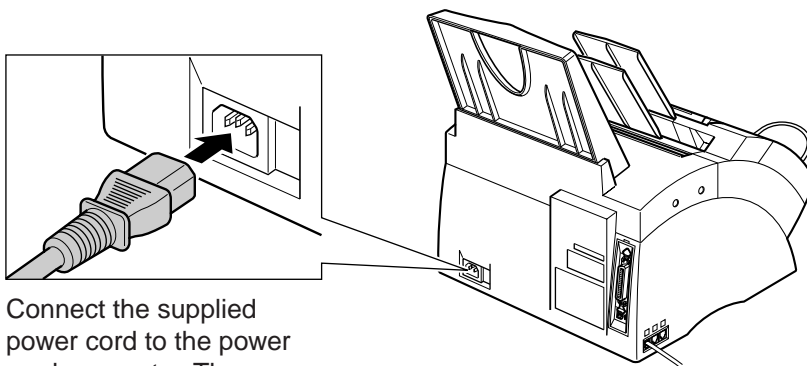


- You only need to connect one of the above cables.
- If using a USB cable, make sure your PC is running Microsoft Windows® 98/Me or Windows® 2000, preinstalled by a computer manufacturer on purchase. (The USB port operation also needs to be assured by the manufacturer.)

## Connecting the Power Cord

Before connecting the power cord, see *Power Supply*, p. 1-9.

Follow this procedure to connect the power cord:



Connect the supplied power cord to the power cord connector. Then connect the other end into a properly grounded 120 V AC three-prong outlet.



- The unit is equipped with a three-prong, grounding-type plug provided with a third (grounding) pin. This plug will only fit into a grounding-type outlet. This is a safety feature. If you are unable to insert the plug into your outlet, contact an electrician to replace the outlet. Do not defeat the safety purpose of the grounding-type plug by breaking off the third prong or using a 3-to-2 adapter.
- Do not plug the unit into the same circuit as an appliance such as an air conditioner, electric typewriter, television, or copier. Such devices generate electrical noise that can interfere with your unit's ability to send and receive faxes.

The unit has no power switch, so its power is on as long as it is plugged in. When you connect the unit, the LCD displays these messages:

PLEASE WAIT

Unit is warming up.

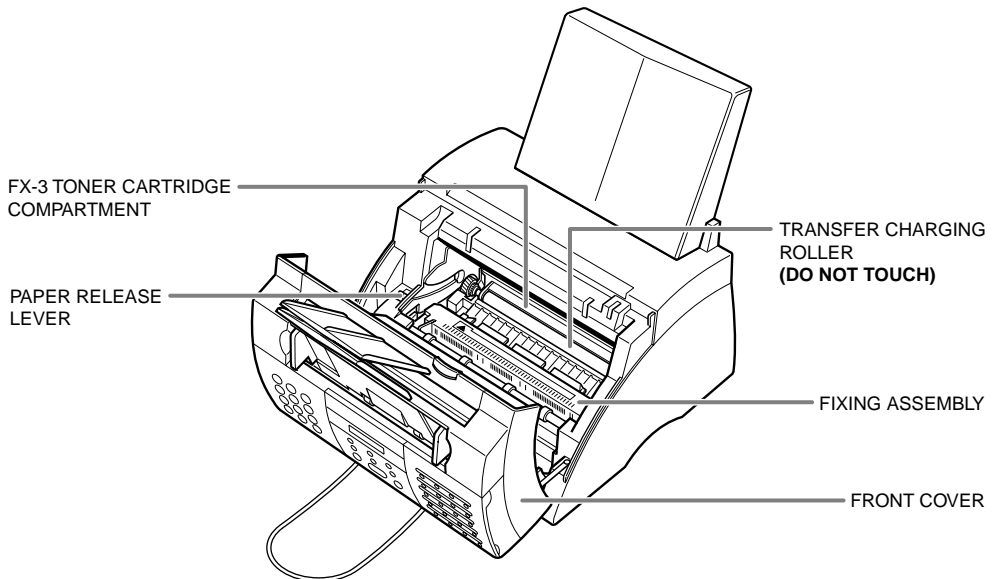
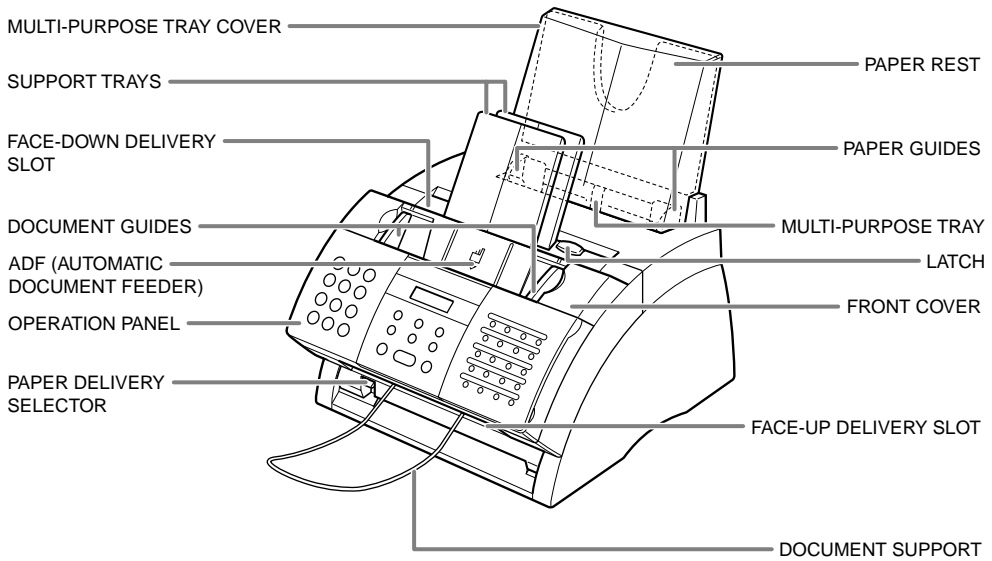
Ex: 12/27 FaxTel

Unit is in standby mode (date and receive mode displayed) and ready for use.

PUT IN CARTRIDGE

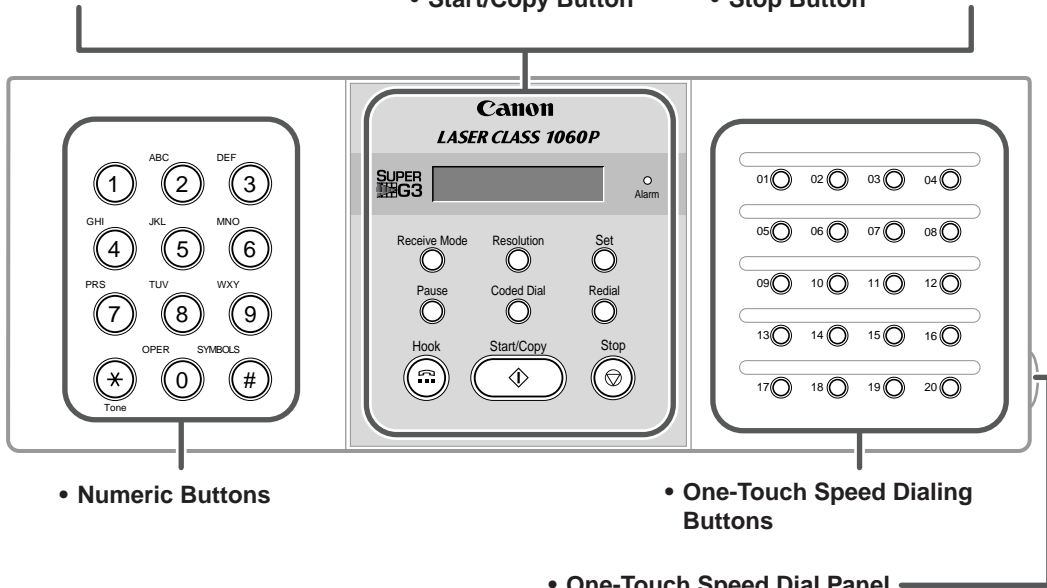
If the toner cartridge has not been installed, this message alternates with the standby mode display.

# Main Components of the LASER CLASS



# Operation Panel

- Receive Mode Button
- LCD
- Alarm Light
- Pause Button
- Resolution Button
- Set Button
- Hook Button
- Coded Dial Button
- Redial Button
- Start/Copy Button
- Stop Button



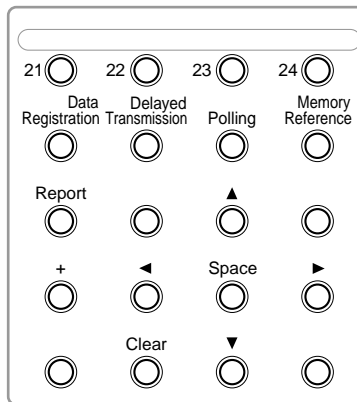
• Numeric Buttons

• One-Touch Speed Dialing Buttons

- One-Touch Speed Dial Panel  
Open the one-touch speed dial panel to expose the special function buttons below.

## Special Function Buttons

- Data Registration Button
- Delayed Transmission Button
- Report Button
- + Button
- Clear Button



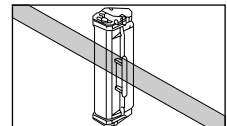
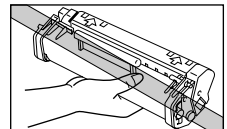
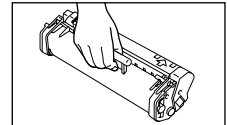
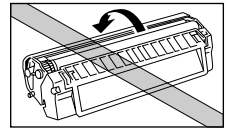
- Polling Button
- Memory Reference Button
- ▲, ▼ Buttons
- ◀, ▶ Buttons
- Space Button

# Installing the Toner Cartridge

This section describes how to install the toner cartridge in the unit for the very first time. If you are replacing a used toner cartridge, see p. 12-6.

Before installing the toner cartridge, be sure to read the following:

- Use only FX-3 toner cartridges in your unit.
- Keep the toner cartridge away from computer screens, disk drives, and floppy disks. The magnet inside the toner cartridge may harm these items.
- Do not store the toner cartridge in direct sunlight.
- Avoid locations subject to high temperature, high humidity, or rapid changes in temperature. Store the toner cartridge between 32° and 95°F (0° and 35°C).
- Do not expose the toner cartridge to direct sunlight or bright light for longer than five minutes.
- Store the toner cartridge in its protective bag. Do not open the bag until you are ready to install the toner cartridge in the unit.
- Save the toner cartridge's protective bag in case you need to repack and transport the toner cartridge at a later date.
- Do not store the toner cartridge in a salty atmosphere or where there are corrosive gases such as from aerosol sprays.
- Do not remove the toner cartridge from the unit unnecessarily.
- Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.
- Hold the toner cartridge by its handle so that your hand is not touching the drum protective shutter.
- Do not stand the toner cartridge on end, and do not turn it upside down. If toner becomes caked in the toner cartridge, it may prove impossible to free it even by shaking the toner cartridge.

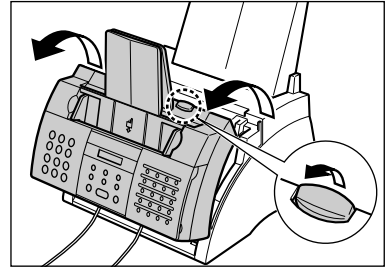


**Do not place the toner cartridge in fire. Toner powder is flammable.**

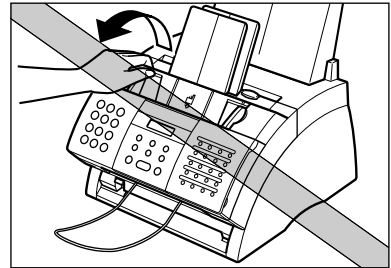


Follow this procedure to install the toner cartridge in the unit:

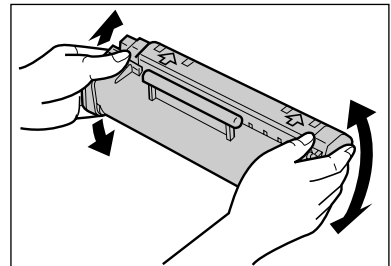
- 1** Make sure the unit is plugged in.
- 2** Lift the latch and open the front cover.



**Do not open the front cover without lifting the latch since this may damage your unit.**

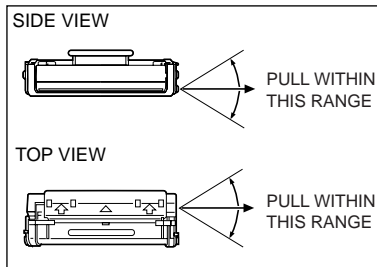
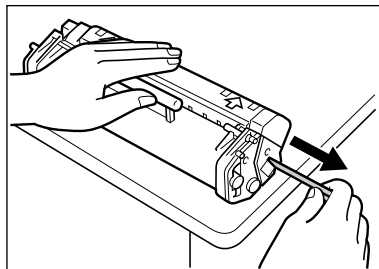


- 3** Remove the new FX-3 toner cartridge from its protective bag.
  - Save the protective bag in case you need to repack the toner cartridge at a later date.
- 4** Gently rock the toner cartridge from side to side a few times to distribute the toner evenly inside it.
  - Poor print quality may result if the toner is unequally distributed.



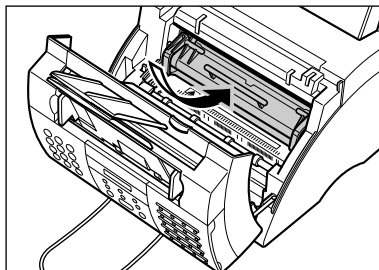
- 5** Place and support the toner cartridge on a flat, clean surface, then gently pull on the plastic tab to remove the plastic seal.

- Use a firm, even pull to avoid breaking the seal.

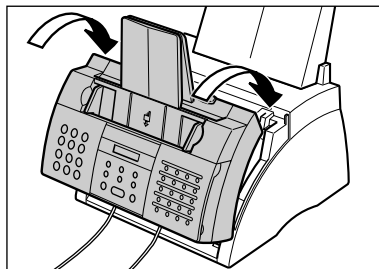


- 6** Hold the toner cartridge by its handle and insert it into the unit as far as it will go, making sure that its tabs are aligned with the rails inside the unit.

- Always hold the toner cartridge by its handle.



- 7** Use both hands to close the front cover.



# Loading Paper

This section explains how to load plain paper in the multi-purpose tray.

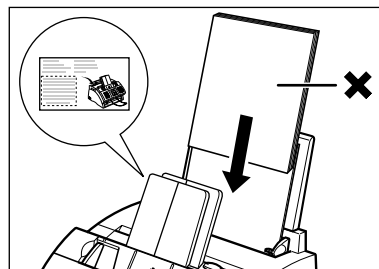
For complete details on paper and other print media for use with your unit, see Chapter 5.

Before loading paper, be sure to read the following:



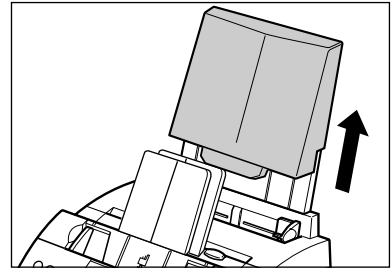
**The laser printing process uses high temperatures to fuse toner to the paper. Use paper that will not melt, vaporize, discolor, or emit dangerous fumes at temperatures near 338°F (170°C). For example, do not use vellum paper in a laser printer. Make sure any letterhead or colored paper you use can withstand high temperatures.**

- Your unit supports regular copier paper, cotton bond paper, and typical letterhead paper. It does not require special media. Use cut-sheet paper only, not paper that comes on a roll.
- Be sure to load paper of the correct size, weight, and quantity recommended for your unit (→ Chapter 5).
- The multi-purpose tray is factory-set for loading letter-size paper, but you can change this setting to other paper sizes (→ p. 5-9).
- You can choose whether paper is delivered through the face-up or face-down delivery slot (→ p. 5-7). Choose according to the print media and task you are performing.
- The face-down delivery slot can hold up to approximately 50 sheets of paper. To prevent paper jams, remove paper from this slot before the count reaches 50.
- Do not load paper while the unit is printing.
- Do not leave paper stacked in the multi-purpose tray for long periods of time since it may bend or curl and cause problems.
- Certain environmental conditions, such as extreme temperatures or humidity, can cause some paper to misfeed in the multi-purpose tray. If you have trouble, feed one sheet at a time.
- Take care not to drop any foreign objects into the multi-purpose tray.
- Avoid mixing new stock with paper already loaded in the multi-purpose tray. Adding new stock without removing the paper already loaded will cause paper jams. If you must add new stock, remove the loaded paper and reload it together with the new stock.

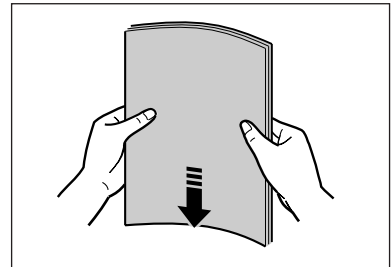


Follow this procedure to load a stack (max. 0.4 in./10 mm stack height) of letter-size plain paper in the multi-purpose tray:

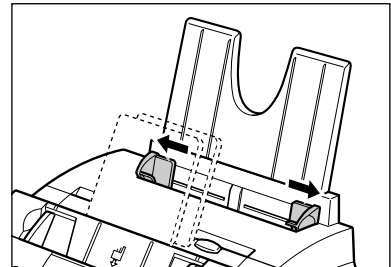
- 1** Remove the multi-purpose tray cover from the unit.



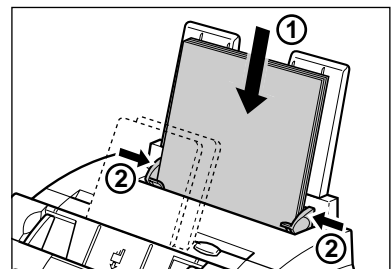
- 2** Prepare a stack of paper by tapping it on a flat surface to even its edges.



- 3** Open the paper guides to the approximate width of the stack.



- 4** Insert the stack into the multi-purpose tray ① (print side facing you and top edge first), then adjust the paper guides to the width of the paper ②.
  - Make sure there are no gaps between the paper guides and the paper stack.



- 5** Replace the multi-purpose tray cover.
  - Be sure to replace this cover to prevent dust accumulating inside the unit.
- 6** Adjust the paper delivery selector if necessary (→ p. 5-7).



For details on how to change the paper size setting, see p.5-9.

## Testing the LASER CLASS

Once you have assembled your unit, installed the toner cartridge, and loaded paper, you can make sure your unit is printing properly by making several copies of a document (→ p. 10-2).

If you have problems printing, see Chapter 13.



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# Chapter 3

## Registering Information

This chapter explains how to enter information in your unit. You will also find instructions for registering the sender information that you are required to enter.

<b>Guidelines for Entering Numbers, Letters, and Symbols</b> .....	3-2
Correcting a Mistake .....	3-4
<b>Registering Required Sender Information</b> .....	3-5
What is Sender Information? .....	3-5
Registering Your Sender Information .....	3-6
<b>Setting the Telephone Line Type</b> .....	3-8

## Guidelines for Entering Numbers, Letters, and Symbols

When you come to a step that requires you to enter a name or number, refer to the table below to determine which numeric button to press for the character you want:

Button	Letters (:A)	Numbers (:1)
		1
ABC 	ABCabc	2
DEF 	DEFdef	3
GHI 	GHIghi	4
JKL 	JKLjkl	5
MNO 	MNOmno	6
PRS 	PQRSpqr s	7
TUV 	TUVtuv	8
WXY 	WXYZwxyz	9
OPER 		0
SYMBOLS 	-.*#!",;:^`_=/!'?\$@%&+()[]{ }<>	
 Tone	Letter input (:A) ↔ Number input (:1)	



If you pause for more than 60 seconds between entering data, the unit will automatically return to standby mode.

## ■ Changing Between Number Mode and Letter Mode

Press **✖** to select number mode (:1) or letter mode (:A).

— :1  
(Number mode)

— :A  
(Letter mode)



## ■ Entering Letters

**1** Press **✳** to switch to letter mode (:A).

\_ :A

**2** Press the numeric button that contains the letter you want.

- Press repeatedly until the letter you want appears. Each button cycles through the letters it contains.
- If you are unsure which button to press for the letter you want, see p. 3-2.

Ex: C :A

**3** Continue entering other letters using the numeric buttons.

- If the next letter you want to enter is under a different numeric button, simply press that button until the letter you want appears.

-or-

If the next letter you want to enter is under the same numeric button you pressed in step 2, press **▶** to move the cursor to the right. Then press that same numeric button repeatedly until the letter you want appears.

- To enter a space, press **Space**.

Ex: CA :A

## ■ Entering Numbers

**1** Press **✳** to switch to number mode (:1).

\_ :1

**2** Press the numeric button that contains the number you want.

- To enter a space, press **Space**.

Ex: 1\_ :1

**3** Continue entering other numbers using the numeric buttons.

Ex: 10\_ :1

## ■ Entering Symbols

**1** Press **#** repeatedly until the symbol you want appears.

Ex: # :1

**2** If you want to enter another symbol, press **▶** to move the cursor to the right, then press **#** repeatedly until the symbol you want appears.

Ex: #= :1



Some of the buttons described above are located under the one-touch speed dial panel.

## Correcting a Mistake

You can delete an entire entry by pressing **Clear**. Alternatively, follow this procedure to correct individual characters:

- 1 Use ◀ or ▶ to move the cursor under the incorrect character.

Ex: CANEN :A

- 2 Press the numeric button that contains the correct letter, to enter it over the incorrect character.

Ex: CANNN :A

- If you are unsure which button to press for the letter you want, see p. 3-2.

- 3 When you have finished making corrections, press **Set** to register your new entry.



Some of the buttons described above are located under the one-touch speed dial panel.

# Registering Required Sender Information

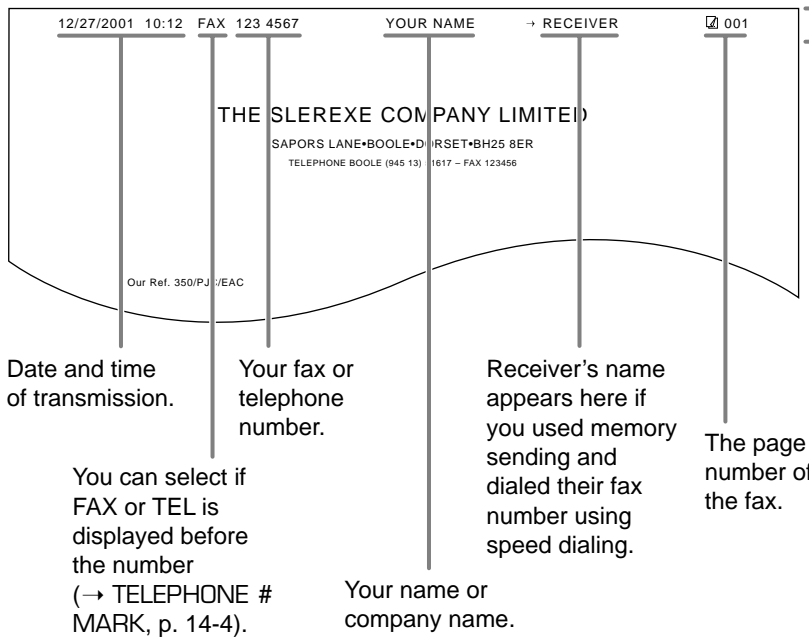
In the United States, FCC rules governing the use of facsimile equipment state that the following sender information must be printed on every facsimile transmission:

- Your fax number
- Your personal name or company name
- The time and date of transmission

Your unit has been designed to print this information at the top of every fax you send. You must therefore register your unit's telephone/fax number, your personal name or company name, and the current date and time before using your unit. This section gives details on registering your sender information.

## What is Sender Information?

When you receive a fax, the name of the person or company who sent you the fax, their fax/telephone number, and the date and time of transmission will be printed in small type at the top of each page. This information is called the *Sender information* or the *Transmit Terminal Identification (TTI)*. Similarly, you must register your details in your unit so that whenever you send a fax, the other party knows who sent it, and when it was sent. Below is an example of how your sender information would print on a fax sent from your unit:



To enter the sender information in your unit, follow the procedures on the following pages.

# Registering Your Sender Information

Follow this procedure to set the current date and time, register your fax/telephone number, and register your name or company name:

**1** Open the one-touch speed dial panel.

**2** Press **Data Registration**.

DATA REGISTRATION

**3** Press **Set** three times.

- The date and time currently set for your unit are displayed.

USER SETTINGS

DATE & TIME

Ex: 12/20/2001 13:30

**4** Use the numeric buttons to enter the correct month, day, year, and time in this order.

- Enter only the last two digits of the year.
- Use the 24-hour format for the time (e.g. 1:00 p.m. as 13:00), and precede single digits with a zero.
- If you make a mistake, press **Clear** and re-enter the date and time.

Ex: 12/27/2001 15:00

**5** Press **Set** twice.

DATA ENTRY OK

UNIT TELEPHONE #

Ex: TEL=

**6** Use the numeric buttons to enter your fax/telephone number (max. 20 digits, including spaces).

- To enter a space, press **Space**. Spaces are optional but make the number easier to read.
- To enter a plus sign (+) before the number, press **+**.
- If you make a mistake, press **Clear** and re-enter the number.

Ex: TEL= 123 4567

**7** Press **Set** twice.

DATA ENTRY OK

UNIT NAME

Ex: \_ :A

**8** Use the numeric buttons to enter your name or company name (max. 24 characters, including spaces).

- If you are unsure how to enter characters, see p. 3-2.
- If you make a mistake, press **Clear** and re-enter the name.

Ex: CANON :A

**9** Press **Set**.

DATA ENTRY OK

TX TERMINAL ID

**10** Press **Stop** to return to standby mode.

Ex: 12/27 FaxTel



**Note** To check the sender information registered in your unit, you can print the USER'S DATA LIST (→ p. 14-2).

# Setting the Telephone Line Type

Before using your unit, make sure it is set for the telephone line type of your telephone system. If you are unsure of your telephone line type, check with your local telephone company.

Your unit is factory-set to operate for tone dialing (TOUCH TONE setting). If you need to change this setting for pulse dialing (ROTARY PULSE setting), follow this procedure:

**1** Open the one-touch speed dial panel.

**2** Press **Data Registration**.

DATA REGISTRATION

**3** Press **Set** twice.

USER SETTINGS

DATE & TIME

**4** Use ▼ or ▲ to select TEL LINE TYPE.

TEL LINE TYPE

**5** Press **Set**.

TOUCH TONE

**6** Use ▼ or ▲ to select ROTARY PULSE.

ROTARY PULSE

**7** Press **Set**.

REPORT SETTINGS

**8** Press **Stop** to return to standby mode.

Ex: 12/27 FaxTel

---

# Chapter 4

## Document Handling

This chapter describes the documents you can load in your unit for sending and copying.

<b>Document Requirements</b> .....	4-2
Scanned Area of a Document .....	4-2
<b>Loading Documents</b> .....	4-3
Adding Pages to the Document in the ADF .....	4-4

# Document Requirements

The documents you load in the ADF for sending and copying must meet the following requirements:

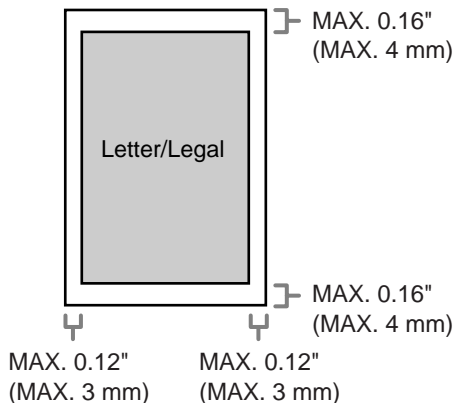
	One-page document	Multipage document of the same thickness and weight
<b>Size</b> (W × L)	Min. 5.8 × 4.1 in. (Min. 148 × 105 mm) Max. 8.5 × Approx. 39.4 in. (Max. 216 mm × Approx. 1 m)	Min. 5.8 × 4.1 in. (Min. 148 × 105 mm) Max. 8.5 × 14 in. (Max. 216 × 356 mm)
<b>Quantity</b>	1 sheet	Max. 20 letter- or A4-size sheets* Max. 10 legal-size sheets*
<b>Thickness</b>	0.002 to 0.009 in. (0.06 to 0.23 mm)	0.002 to 0.005 in. (0.06 to 0.13 mm)
<b>Weight</b>	9.3 to 64 lb. (35 to 240 g/m <sup>2</sup> )	10.7 to 24 lb. (40 to 90 g/m <sup>2</sup> )

## ■ Problem Documents

- To prevent document jams in the ADF, do not use any of the following:
  - Wrinkled or creased paper
  - Carbon paper or carbon-backed paper
  - Curled or rolled paper
  - Coated paper
  - Torn paper
  - Onion skin or thin paper
- Remove all fasteners (staples, paper clips, etc.) before loading the document in the ADF.
- Make sure any glue, ink, or correction fluid on the document is completely dry before loading it in the ADF.
- If you have a document that will not feed properly in the ADF, make a photocopy of the document and load the copy instead.
- If you will be sending a document that you have printed from your unit, be sure to use face-down delivery when printing that document (→ p. 5-7).

## Scanned Area of a Document

The shaded area shows the scanned area of a document. Make sure your document's text and graphics fall within this area.



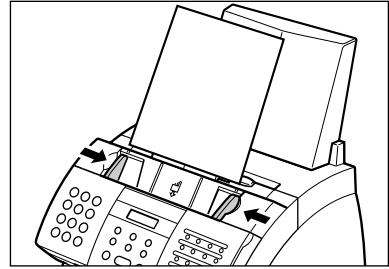
\* 20 lb. (75 g/m<sup>2</sup>) paper



# Loading Documents

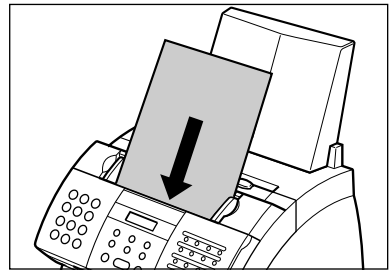
Follow this procedure to load documents in the ADF:

- 1 Adjust the document guides to the width of the document.



- 2 Gently insert the top of the document, face down, in the ADF until you hear a beep.

- Tap multipage documents on a flat surface to even the edges before inserting them in the ADF.



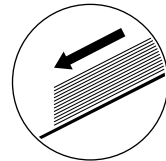
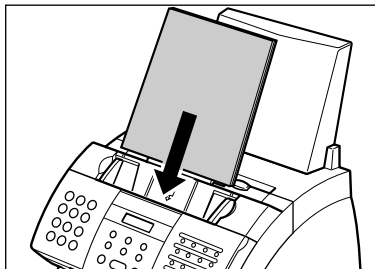
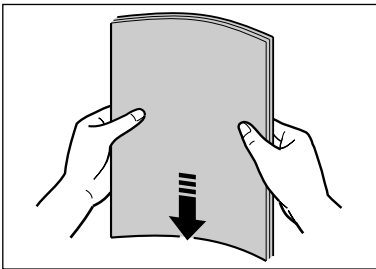
The document is now ready for scanning.



- For a multipage document, the pages are fed one by one from the bottom of the stack.
- Wait until all pages of your document have been scanned before starting a new job.

## ■ Problems With Multipage Documents

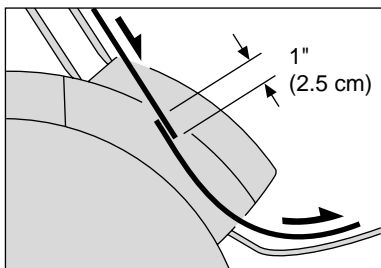
If you have trouble feeding multipage documents in the ADF, remove the stack and tap it on a flat surface to even the edges. Then “slant” the stack so that its front edge is bevelled, and insert the stack in the ADF.



- To avoid feeding problems, make sure the document meets the document requirements (→ p. 4-2).

## Adding Pages to the Document in the ADF

If you need to add pages to your document in the ADF, wait until the last page starts feeding, then load up to 20 additional pages (10 legal size). The last and first page should overlap by about one inch (2.5 cm).



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# Chapter 5

## Print Media Handling

This chapter describes the print media you can load in your unit, and other information related to print media and printing.

<b>Print Media Requirements</b> .....	5-2
Printable Areas .....	5-3
<b>Selecting and Loading Print Media</b> .....	5-4
Paper .....	5-4
Envelopes .....	5-4
Transparencies .....	5-6
<b>Selecting Face-Up or Face-Down Delivery</b> .....	5-7
<b>Changing the Paper Size Setting</b> .....	5-9
<b>Adjusting the Toner Saver Setting</b> .....	5-11

# Print Media Requirements

You can load the following print media in the multi-purpose tray:

Print Media	Size (W × L)		Quantity & Weight
Plain Paper	Min.	3.6 × 5 in. (92 × 127 mm)	<b>Quantity:</b> Max. stack height: 0.4 in./10 mm (Approx. 100 sheets of 20 lb. (75 g/m <sup>2</sup> ) paper)  <b>Weight:</b> 17 to 24 lb. (64–90 g/m <sup>2</sup> ) 1 sheet: 17 to 28 lb. (64–105 g/m <sup>2</sup> )
	Max.	8.5 × 14 in. (216 × 356 mm)	
	LTR (Letter)	8.5 × 11 in. (216 × 279 mm)	
	LGL (Legal)	8.5 × 14 in. (216 × 356 mm)	
	A4	8.3 × 11.7 in. (210 × 297 mm)	
	CUSTOM1/LONG*	8.5 × 12.5 in. to 8.5 × 13.4 in. (216 × 317 mm to 216 × 340 mm)*	
	CUSTOM2/SHORT*	8.5 × 10 in. to 8.5 × 11.2 in. (216 × 254 mm to 216 × 285 mm)*	
Envelopes	U.S. Commercial No. 10	9.5 × 4.1 in. (241 × 104 mm)	7 envelopes
	European DL	8.7 × 4.3 in. (220 × 110 mm)	
Transparencies	LTR (Letter)	8.5 × 11 in. (216 × 279 mm)	1 sheet
	A4	8.3 × 11.7 in. (210 × 297 mm)	

Once you have decided which paper you want to load, be sure to do the following:

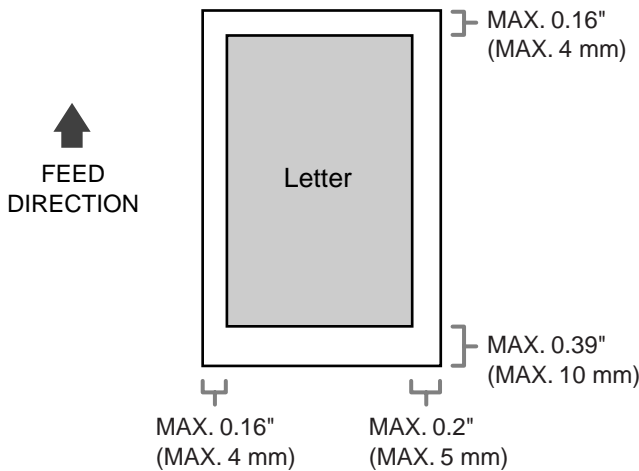
- Check that the print media is compatible with your unit (→ p. 5-4).
- If you are loading paper, check that the paper size setting of the multi-purpose tray is set for the paper size you are loading (→ p. 5-9). (The default setting is letter size.)
- Check that paper delivery is set correctly for the print media and task you are performing (→ p. 5-7).
- Check that you have loaded the print media correctly in the multi-purpose tray (→ p. 5-4).

\*For this setting, you may need to load fewer sheets.

# Printable Areas

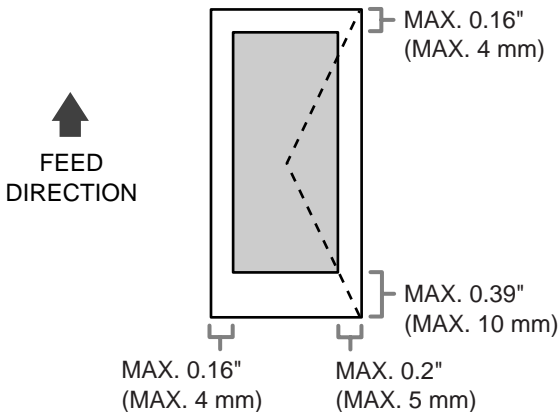
## ■ Paper

The shaded area shows the printable area of letter-size paper.



## ■ Envelope

The shaded area shows the printable area of U.S. Commercial No. 10-size envelopes.



U.S. Commercial  
No. 10

# Selecting and Loading Print Media

## Paper

### ■ Selecting Paper

- To prevent paper jams in the multi-purpose tray, do not use any of the following:
  - Wrinkled or creased paper
  - Curled or rolled paper
  - Coated paper
  - Torn paper
  - Damp paper
  - Onion skin or very thin paper
- The following types of paper do not print well:
  - Highly textured paper
  - Very smooth paper
  - Shiny paper
- Make sure the paper is free from dust, lint, and oil stains.
- Be sure to test paper before purchasing large quantities.
- Store all paper wrapped and on a flat surface until ready to use. Keep opened packs in their original packaging, in a cool, dry location.
- Store paper at 64.4°–75.2°F (18°–24°C), 40%–60% relative humidity.

### ■ Loading Paper

For instructions on loading paper in the multi-purpose tray, see p. 2-15.

## Envelopes

### ■ Selecting Envelopes

- Use standard envelopes with diagonal seams and flaps.
- To prevent jams in the multi-purpose tray, do not use the following:
  - Envelopes with windows, holes, perforations, cutouts, and double flaps
  - Envelopes made with special coated paper or deeply embossed paper
  - Envelopes with peel-off sealing strips
  - Envelopes with letters enclosed
- You may be able to load other size envelopes than those listed on the previous page. However, Canon cannot guarantee consistent performance on these.



When printing on envelopes, be sure to use face-up delivery (→ p. 5-7).

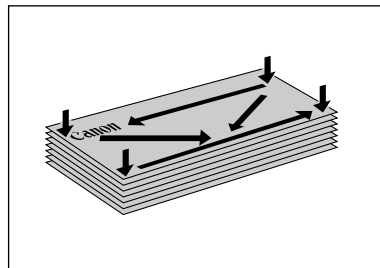
Note

## ■ Loading Envelopes

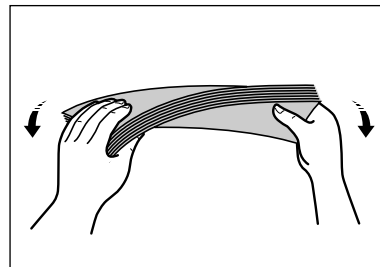
Follow this procedure to load up to 7 envelopes in the multi-purpose tray:

### 1 Prepare the envelopes.

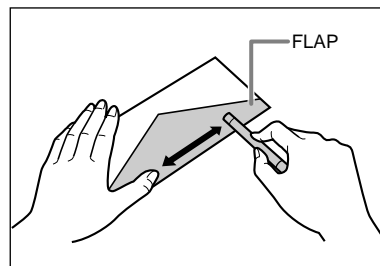
- Arrange the stack of envelopes on a firm, clean surface, and press down firmly on the edges to make the folds crisp.
  - Press all the way around the envelopes to remove any curls and expel air from inside the envelopes. Also, press firmly on the area that corresponds to the edges of the back flap.



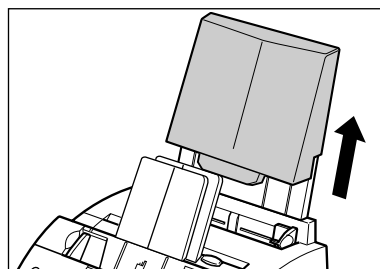
- Remove any curling from the envelopes by holding the edges diagonally and bending them gently.



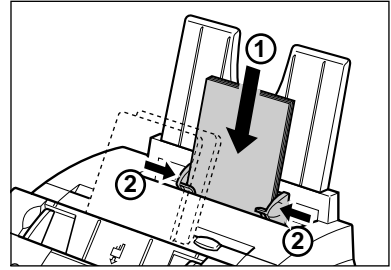
- Run a pen or other rounded object along the back flaps to flatten them.
  - The flaps should not bulge more than 0.2 in. (5 mm).




### 2 Remove the multi-purpose tray cover from the unit.



- 3** Insert the stack into the multi-purpose tray ① (print side facing you), then adjust the paper guides to the width of the stack ②.



- 4** Replace the multi-purpose tray cover.
- Be sure to replace this cover to prevent dust accumulating inside the unit.
- 5** Adjust the paper delivery selector to  (face-up delivery). For details, see p. 5-7.

The unit is now ready to print.

## Transparencies

### ■ Selecting Transparencies

- Use only special laser printer transparencies.



Note

- When printing on transparencies, be sure to use face-up delivery (→ p. 5-7).
- To prevent the transparency from curling, remove it as soon as it exits the unit and place it on a flat surface to cool.

### ■ Loading Transparencies

Load transparencies in the multi-purpose tray as for paper (→ p. 2-15). However, load only one transparency at a time.

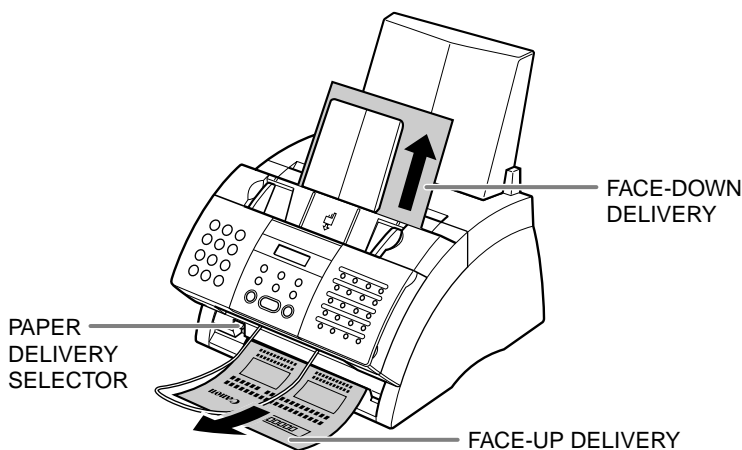


# Selecting Face-Up or Face-Down Delivery

## ■ Paper Path

Understanding how paper feeds through the unit will help you determine which paper delivery slot is appropriate for the print media and task you are performing.

First, the paper travels to the toner cartridge where a laser beam “draws” the print image on the drum, which in turn applies toner to the paper. The paper travels to the fixing assembly where the toner is “fixed” (fused) to the paper. It then exits the unit through the face-up delivery slot (front of the unit) or the face-down delivery slot (top of the unit).

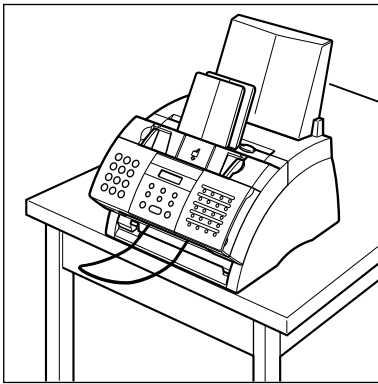


## ■ Before Setting the Paper Delivery Selector

Before selecting paper delivery, be sure to take note of the following:

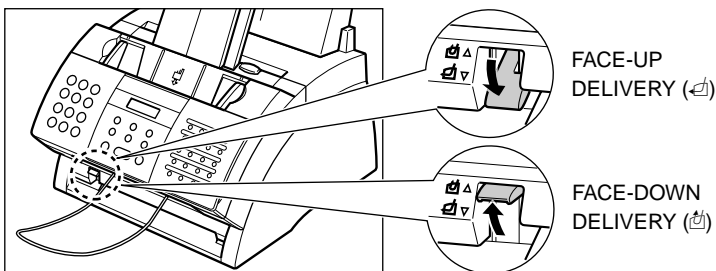
- Always set the paper delivery selector before printing.
- Changing paper delivery while the unit is printing will cause problems. Wait for the printout to exit the unit completely before changing paper delivery.
- The face-down delivery slot can hold up to approximately 50 sheets of paper. To prevent paper jams, remove paper from this slot before the count reaches 50.
- Make sure there is enough room for the paper to exit from the face-up delivery slot. Remove each sheet as it is delivered from this slot.
- Never pull the paper as it comes out of the unit.

- Select face-down delivery when:
  - printing on paper.
  - you want the printed pages to stack in the correct page order.
  - you are printing a small number of pages.
  - you only receive a small number of faxes, and of few pages.
  - you will be faxing a document you have printed from your unit.
- Select face-up delivery when:
  - printing on envelopes.
  - printing on transparencies.
  - you are expecting to print or receive a large number of pages, or plan to be away and want to receive faxes during your absence. If this is the case, place your unit near the edge of a table so that the pages can fall away from your unit without blocking the face-up delivery slot. Place a container below your unit to collect the pages.



## ■ Setting the Paper Delivery Selector

Select face-up or face-down delivery with the paper delivery selector.



**When using face-up delivery, you must remove each sheet as it is delivered. Failure to do this may cause jams in the face-up delivery slot and result in damage to your unit.**

# Changing the Paper Size Setting

The multi-purpose tray is factory-set for loading letter-size paper. If you want to load a different paper size (→ p. 5-2), follow this procedure to change the paper size setting:

**1** Open the one-touch speed dial panel.

**2** Press **Data Registration**.

DATA REGISTRATION

**3** Press **Set**.

USER SETTINGS

**4** Use ▼ or ▲ to select **PRINTER SETTINGS**.

PRINTER SETTINGS

**5** Press **Set**.

RX REDUCTION

**6** Use ▼ or ▲ to select **PAPER SIZE**.

PAPER SIZE

**7** Press **Set**.

Ex: LTR

**8** Use ▼ or ▲ to select the paper size you want for the multi-purpose tray.

- You can select from the following:
  - LTR
  - LGL
  - CUSTOM
  - A4
- For details on the paper sizes above, see p. 5-2.

■ **If you selected LTR, LGL, or A4 in step 8:**

**9** Press **Set**.

ECONOMY PRT

**10** Press **Stop** to return to standby mode.

Ex: 12/27 FaxTel

■ **If you selected CUSTOM in step 8:**

**9** Press **Set**.

Ex: CUSTOM1/LONG

**10** Use ▼ or ▲ to select the custom paper size setting.

- You can select from the following:
  - CUSTOM1/LONG
  - CUSTOM2/SHORT
- For details on the paper sizes above, see p. 5-2.

**11** Press **Set**.

ECONOMY PRT
-------------


**12** Press **Stop** to return to standby mode.

Ex: 

12/27	FaxTel
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# Adjusting the Toner Saver Setting

By enabling the toner saver setting, you can reduce toner consumption of the toner cartridge by approximately 30% to 40%. This will extend the toner cartridge life.

 **Note** By enabling this setting, print quality will be reduced. For highest print quality, disable this setting.

Follow this procedure to enable or disable the toner saver setting:

**1** Open the one-touch speed dial panel.

**2** Press **Data Registration**.

DATA REGISTRATION

**3** Press **Set**.

USER SETTINGS

**4** Use ▼ or ▲ to select PRINTER SETTINGS.

PRINTER SETTINGS

**5** Press **Set**.

RX REDUCTION

**6** Use ▼ or ▲ to select ECONOMY PRT.

ECONOMY PRT

**7** Press **Set**.

Ex: OFF

**8** Use ▼ or ▲ to select the setting you want.

- You can select from the following:
  - ON (Enable toner saving)
  - OFF (Disable toner saving)

**9** Press **Set**.

TONER SUPPLY LOW

**10** Press **Stop** to return to standby mode.

Ex: 12/27 FaxTel



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# Chapter 6

## Speed Dialing

This chapter describes how to register and use speed dialing.

<b>What is Speed Dialing?</b> .....	6-2
Speed Dialing Methods .....	6-2
<b>Registering One-Touch Speed Dialing</b> .....	6-3
<b>Registering Coded Speed Dialing</b> .....	6-8
<b>Registering Group Dialing</b> .....	6-13
<b>Using Speed Dialing</b> .....	6-16
Sending a Document With Speed Dialing.....	6-16
Making a Telephone Call With Speed Dialing .....	6-17
<b>Printing Speed Dialing Lists</b> .....	6-18

# What is Speed Dialing?

Instead of having to dial a fax or telephone number using regular dialing (i.e. with the numeric buttons), you can simplify the dialing procedure by registering the fax/telephone number for speed dialing. This will reduce the number of buttons you need to press to dial the fax/telephone number, making it convenient for frequently dialed numbers.

Speed dialing also allows you to register several fax numbers under one speed dialing button or code so that you can send a document to all those fax numbers in one operation.

See below for details on the different speed dialing methods.

## Speed Dialing Methods

Your unit offers the following speed dialing methods:

### ■ One-Touch Speed Dialing (→ p. 6-3)

Register a fax/telephone number under a one-touch speed dialing button so that you only have to press one button to dial that fax/telephone number.

There are 24 one-touch speed dialing buttons available for you to register fax/telephone numbers.

### ■ Coded Speed Dialing (→ p. 6-8)

Register a fax/telephone number under a coded speed dialing code so that you only have to press **Coded Dial** and enter the registered two-digit code (with the numeric buttons) to dial that fax/telephone number.

There are 100 codes available for you to register fax/telephone numbers.

### ■ Group Dialing (→ p. 6-13)

“Group” up to 123 fax numbers together, so you can send to those fax numbers in one quick operation. A group is registered under a one-touch speed dialing button or a coded speed dialing code.



# Registering One-Touch Speed Dialing

By registering a fax/telephone number under a one-touch speed dialing button, you can simplify dialing of that number to the press of a single button.

When you register one-touch speed dialing, you will:

- assign one of the 24 one-touch speed dialing buttons for the fax/telephone number you want to register.
- register the fax/telephone number under that one-touch speed dialing button.
- register a name for the one-touch speed dialing button. This name appears in speed dialing lists, in reports, and at the top of the recipient’s fax if you use memory sending (→ p. 7-5).
- set the transmission type for the fax number you have registered. You can set a subaddress and/or password if the other party’s fax machine requires these settings.

Follow this procedure to register one-touch speed dialing:

**1** Open the one-touch speed dial panel.

**2** Press **Data Registration**.

DATA REGISTRATION

**3** Use ▼ or ▲ to select TEL REGISTRATION.

TEL REGISTRATION

**4** Press **Set** twice.

1-TOUCH SPD DIAL

Ex: 01=

**5** Use ▼ or ▲ to select the one-touch speed dialing button (01 to 24) under which you want to register the fax/telephone number.

Ex: 04=

- If a one-touch speed dialing button has already been registered, the number registered under that button appears.
- If a group is already registered under a one-touch speed dialing button, GROUP DIAL appears.

**6** Press **Set** twice.

TELEPHONE NUMBER

Ex: TEL=\_

**7** Use the numeric buttons to enter the fax/telephone number you want to register (max. 120 digits, including spaces and pauses).

- To enter a space, press **Space**. Spaces are optional and are ignored during dialing.
- To enter a pause, press **Pause** (→ p. 9-2).
- To correct a mistake in the number, press ◀ to delete the rightmost digit. Alternatively, press **Clear** to delete the entire number.
- To cancel one-touch speed dialing for the button you selected, press **Clear** then **Set**. Press **Stop** to return to standby mode. The fax/telephone number and name registered under that button will be deleted.
- If you have already registered a number that you want to keep, ignore this step.

Ex: 

TEL=20 545 8545_
------------------

**8** Press **Set** twice.

DATA ENTRY OK
---------------

NAME
------

Ex: 

_	:A
---	----

**9** Use the numeric buttons to enter a name for the one-touch speed dialing button (max. 16 characters, including spaces).

- If you are unsure how to enter characters, see p. 3-2.
- If you have already registered a name that you want to keep, ignore this step.

Ex: 

Canon EUROPA	:A
--------------	----

**10** Press **Set**.

DATA ENTRY OK
---------------

OPTIONAL SETTING
------------------

**11** This completes the basic one-touch speed dialing settings.

To continue registering other one-touch speed dialing buttons, press **Data Registration** and repeat the procedure from step 5.

-or-

To end registering one-touch speed dialing buttons, press **Stop** to return to standby mode.

-or-

To register the transmission type for the current button you are registering, continue with the steps below.

Ex:

Ex:  FaxTel

**12** Press **Set**.

Ex:

**13** Use ▼ or ▲ to select ON.

**14** Press **Set** twice.

Ex:

**15** Use ▼ or ▲ to select the transmission type setting you want.

- You can select from the following:
  - REGULAR TX  
Normal transmission.
  - PSWD/SUBADDRESS  
Transmission with a subaddress and/or password. For details, see the following page.

## ■ If you selected REGULAR TX in step 15:

**16** Press **Set**.

Ex:

**17** Press **Stop** to return to standby mode.

Ex:  FaxTel

## ■ If you selected PSWD/SUBADDRESS in step 15:

The other party's fax machine may require an ITU-T-standard subaddress and/or password to receive faxes. The subaddress/password you register here must match exactly the one(s) registered on the other party's fax machine. Contact the other party to check their settings.

When sending with a subaddress/password, the other party's fax machine receives the fax only if your subaddress/password matches theirs. Their fax machine then handles the received fax according to the feature they are using.

You also need to register a subaddress/password when polling a fax machine that requires these settings (→ p. 9-9).

Continue with the steps below to register a subaddress/password:

**16** Press **Set** twice.

Ex:

**17** If a subaddress is required, use the numeric buttons to enter it (max. 20 digits).

Ex:

- If a subaddress is not required, ignore this step.
- If you have already registered a subaddress that you want to keep, ignore this step.

**18** Press **Set** twice.

Ex:

**19** If a password is required, use the numeric buttons to enter it (max. 20 digits).

Ex:

- If a password is not required, ignore this step.
- If you have already registered a password that you want to keep, ignore this step.

**20** Press **Set**.

Ex: 

05=
-----

**21** To continue registering other one-touch speed dialing buttons, repeat the procedure from step 5.

-or-

Press **Stop** to return to standby mode.

Ex: 

12/27	FaxTel
-------	--------



- Use the destination labels provided with your unit to label the one-touch speed dialing buttons. Stick the labels above each corresponding button.
- To check your entries, you can print a list of all the numbers and names registered for one-touch speed dialing (→ p. 6-18).

# Registering Coded Speed Dialing

By registering a fax/telephone number under a coded speed dialing code, you can simplify dialing of that number to pressing **Coded Dial** and entering the registered two-digit code.

When you register coded speed dialing, you will:

- assign one of the 100 codes for the fax/telephone number you want to register.
- register the fax/telephone number under that coded speed dialing code.
- register a name for the coded speed dialing code. This name appears in speed dialing lists, in reports, and at the top of the recipient's fax if you use memory sending (→ p. 7-5).
- set the transmission type for the fax number you have registered. You can set a subaddress and/or password if the other party's fax machine requires these settings.

Follow this procedure to register coded speed dialing:

**1** Open the one-touch speed dial panel.

**2** Press **Data Registration**.

DATA REGISTRATION

**3** Use ▼ or ▲ to select TEL REGISTRATION.

TEL REGISTRATION

**4** Press **Set**.

1-TOUCH SPD DIAL

**5** Use ▼ or ▲ to select CODED SPEED DIAL.

CODED SPEED DIAL

**6** Press **Set**.

Ex: \*00=

**7** Use ▼ or ▲ to select the coded speed dialing code (00 to 99) under which you want to register the fax/telephone number.

Ex: \*01=

- Alternatively, press **Coded Dial** and use the numeric buttons to enter the code.
- If a coded speed dialing code has already been registered, the number registered under that code appears.
- If a group is already registered under a coded speed dialing code, GROUP DIAL appears.

**8** Press **Set** twice.

TELEPHONE NUMBER

Ex: TEL=\_

**9** Use the numeric buttons to enter the fax/telephone number you want to register (max. 120 digits, including spaces and pauses).

Ex: TEL=3 3758 2111\_

- To enter a space, press **Space**. Spaces are optional and are ignored during dialing.
- To enter a pause, press **Pause** (→ p. 9-2).
- To correct a mistake in the number, press ◀ to delete the rightmost digit. Alternatively, press **Clear** to delete the entire number.
- To cancel coded speed dialing for the code you selected, press **Clear** then **Set**. Press **Stop** to return to standby mode. The fax/telephone number and the name registered under that code will be deleted.
- If you have already registered a number that you want to keep, ignore this step.

**10** Press **Set** twice.

DATA ENTRY OK

NAME

Ex: \_ :A

**11** Use the numeric buttons to enter a name for the coded speed dialing code (max. 16 characters, including spaces).

Ex: Canon Inc\_ :A

- If you are unsure how to enter characters, see p. 3-2.
- If you have already registered a name that you want to keep, ignore this step.

**12** Press **Set**.

DATA ENTRY OK

OPTIONAL SETTING

**13** This completes the basic coded speed dialing settings.

To continue registering other coded speed dialing codes, press **Data Registration** and repeat the procedure from step 7.

-or-

To end registering coded speed dialing codes, press **Stop** to return to standby mode.

-or-

To register the transmission type for the current code you are registering, continue with the steps below.

Ex: \*02=

Ex: 12/27 FaxTel

**14** Press **Set**.

Ex: OFF

**15** Use ▼ or ▲ to select ON.

ON

**16** Press **Set** twice.

TX TYPE

Ex: REGULAR TX

**17** Use ▼ or ▲ to select the transmission type setting you want.

- You can select from the following:
  - REGULAR TX  
Normal transmission.
  - PSWD/SUBADDRESS  
Transmission with a subaddress and/or password. For details, see the following page.



## ■ If you selected REGULAR TX in step 17:

**18** Press **Set**.

Ex:

**19** Press **Stop** to return to standby mode.

Ex:  FaxTel

## ■ If you selected PSWD/SUBADDRESS in step 17:

The other party's fax machine may require an ITU-T-standard subaddress and/or password to receive faxes. The subaddress/password you register here must match exactly the one(s) registered on the other party's fax machine. Contact the other party to check their settings.

When sending with a subaddress/password, the other party's fax machine receives the fax only if your subaddress/password matches theirs. Their fax machine then handles the received fax according to the feature they are using.

You also need to register a subaddress/password when polling a fax machine that requires these settings (→ p. 9-9).

Continue with the steps below to register a subaddress/password:

**18** Press **Set** twice.

Ex:

**19** If a subaddress is required, use the numeric buttons to enter it (max. 20 digits).

Ex:

- If a subaddress is not required, ignore this step.
- If you have already registered a subaddress that you want to keep, ignore this step.

**20** Press **Set** twice.

Ex:

**21** If a password is required, use the numeric buttons to enter it (max. 20 digits).

Ex:

- If a password is not required, ignore this step.
- If you have already registered a password that you want to keep, ignore this step.

**22** Press **Set**.

Ex:

\*02=

**23** To continue registering other coded speed dialing codes, repeat the procedure from step 7.

-or-

Press **Stop** to return to standby mode.

Ex:

12/27 FaxTel



Note

To check your entries, you can print a list of all the numbers and names registered for coded speed dialing (→ p. 6-18). You may want to keep this list near your unit to refer to it when dialing.

# Registering Group Dialing

If you frequently send documents to the same group of fax numbers, you can “group” these numbers under a one-touch speed dialing button or coded speed dialing code. You can then send to all the fax numbers in the group in one quick and simple operation.

When you register group dialing, you will:

- assign a one-touch speed dialing button or a coded speed dialing code for the group of fax numbers you want to register.
- group up to 123 fax numbers under that button or code. The fax numbers must already be registered for one-touch or coded speed dialing (i.e. you cannot enter the fax numbers with the numeric buttons).
- register a name for the group. This name appears in speed dialing lists.

Follow this procedure to register group dialing:

**1** Open the one-touch speed dial panel.

**2** Press **Data Registration**.

DATA REGISTRATION

**3** Use ▼ or ▲ to select TEL REGISTRATION.

TEL REGISTRATION

**4** Press **Set**.

1-TOUCH SPD DIAL

**5** Use ▼ or ▲ to select GROUP DIAL.

GROUP DIAL

**6** Press **Set**.

Ex: 01=1-TOUCH SPD

**7** Select a one-touch speed dialing button or coded speed dialing code under which you want to register the group.

**■ To register a group under a one-touch speed dialing button:**

Use ▼ or ▲ to select the one-touch speed dialing button (01 to 24) under which you want to register the group.

- If a one-touch speed dialing button has already been registered, 1-TOUCH SPD or GROUP DIAL appears.

Ex: 03=

■ **To register a group under a coded speed dialing code:**

Press **Coded Dial**, then use the numeric buttons to enter the coded speed dialing code (00 to 99) under which you want to register the group.

- If a coded speed dialing code has already been registered, CODED SPEED or GROUP DIAL appears.



Note

If you wish to register a group under a button or code already registered for speed dialing, you must delete the previous information first (→ pp. 6-3, 6-8).

Ex:

\*21=

**8** Press **Set** twice.

TELEPHONE NUMBER

Ex:

TEL=

**9** Enter the one-touch and/or coded speed dialing numbers you want to register in the group.

■ **To enter a fax number registered for one-touch speed dialing:**

Press the one-touch speed dialing button(s) assigned to the number(s) you want to register in the group.

Ex:

01=905 795 1111

■ **To enter a fax number registered for coded speed dialing:**

Press **Coded Dial**, then use the numeric buttons to enter the two-digit code assigned to the number you want to register in the group. Repeat for other codes.

Ex:

\*01=03 3758 2111

- The number registered under the button or code you enter appears.
- You can also enter groups registered under buttons or codes. In this case, GROUP DIAL appears.
- You cannot enter numbers not registered for one-touch or coded speed dialing (i.e. with the numeric buttons).

- To add fax numbers to a previously registered group, simply enter them as explained in this step.
- If you enter the wrong destination, or if you want to delete a destination already registered in a group, use ▼ or ▲ to select that entry, then press **Clear**.
- To cancel group dialing for the button or code you selected, press **Clear** until all entries are deleted, then press **Set**. Press **Stop** to return to standby mode. All fax numbers and the name of the group registered under that button or code will be deleted.

**10** Press **Set** twice.

NAME

Ex: \_ :A

**11** Use the numeric buttons to enter a name for the group (max.16 characters, including spaces).

- If you are unsure how to enter characters, see p. 3-2.
- If you have already registered a name that you want to keep, ignore this step.

Ex: Canon GROUP 2\_ :1

**12** Press **Set**.

DATA ENTRY OK

Ex: 04=1-TOUCH SPD

**13** To continue registering other groups, repeat the procedure from step 7.

-or-

Press **Stop** to return to standby mode.

Ex: 12/27 FaxTel



- If you registered groups under one-touch speed dialing buttons, use the destination labels provided with your unit to label the buttons. Stick the labels above each corresponding button.
- To check your entries, you can print a list of all the numbers and names registered for group dialing (→ p. 6-18). You may want to keep this list near your unit to refer to it when dialing.

# Using Speed Dialing

Once you have registered fax/telephone numbers for one-touch speed dialing (→ p. 6-3), coded speed dialing (→ p. 6-8), or group dialing (→ p. 6-13), you can begin to send documents or make telephone calls with speed dialing.

## Sending a Document With Speed Dialing

Follow this procedure to send a document using one-touch speed dialing, coded speed dialing, or group dialing:

- 1** Load the document, face down in the ADF (→ p. 4-3).
  - To adjust the resolution and contrast, see pp. 7-2, 7-3.
  - You may be unable to send if the memory used (shown in the LCD) is close to 100%. To free up space in the unit's memory: print, send, or delete any documents you no longer need to be stored in memory (→ p. 9-4).
- 2** Enter the one-touch speed dialing button or coded speed dialing code assigned to the fax number or group you want to send to.
  - **One-touch speed dialing button:**  
Press the one-touch speed dialing button you want.
  - **Coded speed dialing code:**  
Press **Coded Dial**, then use the numeric buttons to enter the two-digit code you want.
    - If you make a mistake, press **Stop** and repeat this step.
    - NO TEL # appears if no fax/telephone number or group is assigned to the speed dialing button or code you pressed.
- 3** Press **Start/Copy** to begin scanning for sending, or wait a few seconds for your unit to begin scanning automatically.
  - If you do not want your unit to begin scanning automatically after a few seconds, disable the TIME OUT setting (→ p. 14-6).

Ex: 

MEMORY USED 0%
----------------

  
(Currently used memory)

DOCUMENT READY
----------------

  
(Standby to scan)

# Making a Telephone Call With Speed Dialing

Follow this procedure to dial a telephone number registered for one-touch or coded speed dialing on your unit:

- 1** Make sure you have connected the optional handset or a telephone to your unit (→ p. 2-7).
- 2** Press **Hook**.
  - You can also lift the handset instead of pressing **Hook**.
- 3** Enter the one-touch speed dialing button or coded speed dialing code assigned to the telephone number you want to dial.
  - **One-touch speed dialing button:**  
Press the one-touch speed dialing button you want.
  - **Coded speed dialing code:**  
Press **Coded Dial**, then use the numeric buttons to enter the two-digit code you want.
    - If you make a mistake, press **Hook** or hang up the handset and start again from step 2.
    - NO TEL # appears if no fax/telephone number is assigned to the speed dialing button or code you pressed.
    - NOT AVAILABLE appears if you entered a speed dialing button or code assigned to a group of fax numbers.
- 4** When you hear the other party answer the call, pick up the handset to start talking.
- 5** When you are finished, simply hang up.

TEL=

# Printing Speed Dialing Lists

To check the fax/telephone numbers and names registered for speed dialing, you can print the speed dialing lists. You may want to keep these lists near your unit to refer to them when dialing.

Follow this procedure to print speed dialing lists:

**1** Open the one-touch speed dial panel.

**2** Press **Report**.

ACTIVITY REPORT

**3** Use ▼ or ▲ to select **SPEED DIAL LIST**.

SPEED DIAL LIST

**4** Press **Set**.

1-TOUCH LIST

**5** Use ▼ or ▲ to select the list you want to print.

- You can select from the following:
  - 1-TOUCH LIST
  - CODED DIAL LIST
  - 1-TOUCH (DETAIL)
  - CODED (DETAIL)
  - GROUP DIAL LIST

■ **If you selected GROUP DIAL LIST in step 5:**

**6** Press **Set**.

- The unit prints the list.

■ **If you selected a list other than GROUP DIAL LIST in step 5:**

**6** Press **Set**.

SORTED OUTPUT

YES={\*}      NO={#}

**7** Select in what order you want the lists to be printed.

Press ✱ to print the list with the destination names (CONNECTION ID on the reports) in alphabetical order (sorted).

-or-

Press # to print the list in code or button order (unsorted).

- The unit prints the list.

Samples of the lists are shown on the following pages.



## ■ 1-TOUCH SPD DIAL LIST 1

12/27/2001 17:23 FAX 123 4567 CANON 001

12/27/2001 17:23 FAX 123 4567 CANON 001

NO.	CONNECTION TEL	CONNECTION ID	TX TYPE
[ 01]	905 795 1111	Canon CANADA	REGULAR TX
[ 03]	GROUP DIAL	Canon GROUP 2	REGULAR TX
[ 04]	2 50921	Canon ITALIA	REGULAR TX
[ 05]	1 432 2060	Canon OPTICS	PSWD/SUBADD.

IF YOU PRESS # IN STEP 7 (→ p. 6-18),  
THE DESTINATIONS ARE LISTED IN  
BUTTON ORDER (UNSORTED).

IF YOU PRESS \* IN STEP 7 (→ p. 6-18),  
THE DESTINATIONS ARE LISTED IN  
ALPHABETICAL ORDER (SORTED).

## ■ 1-TOUCH SPD DIAL LIST 2 (Detailed List)

12/27/2001 17:23 FAX 123 4567 CANON 001

12/27/2001 17:23 FAX 123 4567 CANON 001

NO.	CONNECTION TEL	CONNECTION ID	TX TYPE
[ 01]	905 795 1111	Canon CANADA	REGULAR TX
[ 03]	GROUP DIAL	Canon GROUP 2	REGULAR TX
[ 04]	2 50921	Canon ITALIA	REGULAR TX
[ 05]	1 432 2060	Canon OPTICS	PSWD/SUBADD.

IF YOU PRESS # IN STEP 7 (→ p. 6-18),  
THE DESTINATIONS ARE LISTED IN  
BUTTON ORDER (UNSORTED).

IF YOU PRESS \* IN STEP 7 (→ p. 6-18),  
THE DESTINATIONS ARE LISTED IN  
ALPHABETICAL ORDER (SORTED).

## ■ CODED SPEED DIAL LIST 1

12/27/2001 17:23 FAX 123 4567 CANON 001

12/27/2001 17:23 FAX 123 4567 CANON 001

NO.	CONNECTION TEL	CONNECTION ID	TX TYPE
[* 00]	2131 1250	Canon DEUTSCH.	REGULAR TX
[* 01]	1 49 39 25 25	Canon FRANCE	REGULAR TX
[* 02]	GROUP DIAL	Canon GROUP 1	REGULAR TX
[* 03]	03 3758 2111	Canon TOKYO	REGULAR TX
[* 21]	516p488 6700	Canon U.S.A.	REGULAR TX
[* 32]	81 773 3173	Canon UK	PSWD/SUBADD.

IF YOU PRESS # IN STEP 7 (→ p. 6-18),  
THE DESTINATIONS ARE LISTED IN CODE  
ORDER (UNSORTED).

IF YOU PRESS \* IN STEP 7 (→ p. 6-18),  
THE DESTINATIONS ARE LISTED IN  
ALPHABETICAL ORDER (SORTED).

## ■ CODED SPEED DIAL LIST 2 (Detailed List)

12/27/2001 17:23 FAX 123 4567 CANON 001

12/27/2001 17:23 FAX 123 4567 CANON 001

NO.	CONNECTION TEL	CONNECTION ID	TX TYPE
[* 00]	2131 1250	Canon DEUTSCH.	REGULAR TX
[* 01]	1 49 39 25 25	Canon FRANCE	REGULAR TX
[* 02]	GROUP DIAL	Canon GROUP 1	REGULAR TX
[* 03]	03 3758 2111	Canon TOKYO	REGULAR TX
[* 21]	516p488 6700	Canon U.S.A.	REGULAR TX
[* 32]	81 773 3173	Canon UK	PSWD/SUBADD.

IF YOU PRESS # IN STEP 7 (→ p. 6-18),  
THE DESTINATIONS ARE LISTED IN CODE  
ORDER (UNSORTED).

IF YOU PRESS \* IN STEP 7 (→ p. 6-18),  
THE DESTINATIONS ARE LISTED IN  
ALPHABETICAL ORDER (SORTED).

■ GROUP DIAL LIST

12/27/2001 17:23 FAX 123 4567

CANON

001

\*\*\*\*\*

\*\*\* GROUP DIAL LIST \*\*\*

\*\*\*\*\*

[ 03] Canon GROUP 2

[\* 04] 2 50921

[\* 00] 2131 1250

[\* 02] 1 49 39 25 25

[\* 32] 81 773 3173

[\* 21] Canon GROUP 1

[ 01] 905 795 1111

[\* 03] 516p488 6700

Canon ITALIA

Canon DEUTSCH.

Canon FRANCE

Canon UK

Canon CANADA

Canon U.S.A.



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# Chapter 7

## Sending Faxes

This chapter describes all the necessary steps to send faxes and use the different sending features.

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# Preparing to Send a Fax

## Documents You Can Fax

For information on the types of documents you can fax, their requirements, and details on loading documents, see Chapter 4.

## Setting the Scanning Resolution

You can set the scanning resolution of documents you send. The higher the resolution the higher the output quality at the other end, but the slower the transmission speed. Adjust the scanning resolution according to the type of document you are sending.

If you are sending a document that requires some pages to be scanned at a different resolution from the others, you can change the resolution setting while the document is being scanned. However, please note that the new setting will only be effective from the next page scanned.

Follow this procedure to set the scanning resolution:

- 1 Press **Resolution** repeatedly until the resolution setting you want is displayed.

Ex: 

FAX PHOTO
-----------

- You can select from the following:
  - FAX STANDARD  
Suitable for most text-only documents.
  - FAX FINE  
Suitable for fine-print documents.
  - FAX PHOTO  
Suitable for documents that contain images such as photos. With this setting, areas of the document that contain photos are automatically scanned with 64 levels of gray, rather than just in black & white.
  - SUPER FINE  
Suitable for documents that contain fine print and images. This setting is four times the resolution of the FAX STANDARD setting.

- 2 Continue with the operation you are performing.
  - If you do not proceed with any other operation, the LCD returns to standby mode after about 10 seconds.

# Setting the Scanning Contrast

You can adjust the degree of contrast at which your document is scanned for sending and copying. Adjust according to how light or how dark your document is.

Follow this procedure to set the scanning contrast for sending and copying:

**1** Open the one-touch speed dial panel.

**2** Press **Data Registration**.

DATA REGISTRATION

**3** Press **Set** twice.

USER SETTINGS

DATE & TIME

**4** Use ▼ or ▲ to select **SCAN CONTRAST**.

SCAN CONTRAST

**5** Press **Set**.

Ex: STANDARD

**6** Use ▼ or ▲ to select the scanning contrast you want.

- You can select from the following:
  - STANDARD  
Adequate for most documents.
  - DARKER  
Suitable for light documents.
  - LIGHTER  
Suitable for dark documents.

**7** Press **Set**.

OFFHOOK ALARM

**8** Press **Stop** to return to standby mode.

Ex: 12/27 FaxTel

## Dialing Methods

There are several ways of dialing the fax number(s) you want to send to. They are as follows:

- **Regular Dialing**

Dial a fax number by using the numeric buttons, similar to dialing a telephone number.

- **One-Touch Speed Dialing**

Dial a fax number by pressing the one-touch speed dialing button (01 to 24) assigned to the fax number. For details on registering and using one-touch speed dialing, see pp. 6-3, 6-16.

- **Coded Speed Dialing**

Dial a fax number by pressing **Coded Dial** and entering the two-digit code (00 to 99) assigned to the fax number. For details on registering and using coded speed dialing, see pp. 6-8, 6-16.

- **Group Dialing**

Send a document to a predefined group of fax numbers registered for speed dialing. For details on registering groups and using group dialing, see pp. 6-13, 6-16.



# Sending Methods

This section explains the two main sending methods: *Memory sending* and *Manual sending via the handset*.

## Memory Sending

Memory sending is a quick and easy way to send a document. As the unit scans the first page of a multipage document into its memory, it begins calling the other party and transmitting the information even as the remaining pages are being scanned.

Since your unit is multitasking, you can even scan a document into memory while performing other tasks.

Your unit has enough memory to store up to approximately 256 pages\* (fewer if the document contains many graphics or particularly dense text).

Follow this procedure to send a document using memory sending:

- 1** Load the document, face down in the ADF (→ p. 4-3).

- To adjust the resolution and contrast, see pp. 7-2, 7-3.
- You may be unable to send if the memory used (shown in the LCD) is close to 100%. Use manual sending via the handset instead (→ p. 7-6).

Ex: 

MEMORY USED 0%
----------------

  
(Currently used memory)

DOCUMENT READY
----------------

  
(Standby to scan)

- 2** Dial the other party's fax number.

- For dialing methods, see p. 7-4.
- If you enter the wrong number, press **Stop**, then enter the correct number.
- If you are connected to a PBX and need to first dial an outside line access number ("9", for example), add a pause after that number by pressing **Pause** (→ p. 9-2).

Ex: 

TEL= 9p7654321
----------------

\*Based on ITU-T No. 1 Chart, standard mode.

**3** Press **Start/Copy** to begin scanning for sending, or if you used speed dialing, wait a few seconds for your unit to begin scanning automatically.

- If you do not want your unit to begin scanning automatically after a few seconds, disable the TIME OUT setting (→ p. 14-6).
- To cancel sending once dialing has started, press **Stop** then **✳** (→ p. 7-8).
- If the number you are calling is busy, your unit redials the number automatically after a few minutes (→ p. 7-9).



- You can have up to 20 different jobs waiting in memory to be sent.
- The document is automatically deleted from memory after sending. This occurs even if an error prevents complete transmission of the document.

## Manual Sending Via the Handset

Manual sending via the handset allows you to talk to the other party before sending a document. This method is useful if the other party must manually activate their fax machine to receive a fax.



- For this mode, you need to connect the optional handset or a telephone to your unit (→ p. 2-7).

Follow this procedure to send a document using manual sending via the handset:

- 1** Make sure you have connected the optional handset or a telephone to your unit (→ p. 2-7).
- 2** Load the document, face down in the ADF (→ p. 4-3).
  - To adjust the resolution and contrast, see pp. 7-2, 7-3.
- 3** Press **Hook**.
  - You can also lift the handset instead of pressing **Hook**.

Ex: 

MEMORY USED 0%
----------------

  
(Currently used memory)

DOCUMENT READY
----------------

  
(Standby to scan)

TEL=
------

**4** Dial the other party's fax/telephone number.

- For dialing methods, see p. 7-4.
- If you make a mistake during dialing, press **Hook** or hang up the handset and start again from step 3.

Ex: 

TEL=	7654321
------	---------

**■ If you hear a high-pitched signal instead of a voice:**

**5** Press **Start/Copy** to begin sending the document.

- If you picked up the handset to dial, press **Start/Copy** and hang up.

**■ If you hear a voice:**

**5** Pick up the handset and start your conversation.

- If you pressed **Hook** instead of lifting the handset in step 3, you will hear the other party's voice but they will not be able to hear you through the speaker. Pick up the handset to talk to the other party.

**6** When you are ready to send your document, ask the other party to press the start button on their fax machine.

**7** When you hear the high-pitched signal of the other party's fax machine, press **Start/Copy** and hang up to begin sending the document.



- If using the handset, be sure to hang up *after* you press **Start/Copy** on the unit, otherwise the call will be disconnected.
- Your unit will alert you by beeping if the handset is not hung up properly. Make sure the handset is seated properly in its cradle. If you do not want the unit to beep, disable the OFFHOOK ALARM setting (→ p. 14-4).

# Canceling Sending

Follow this procedure if you want to stop sending a document before transmission is completed:

## ■ If you are sending a document using manual sending via the handset:

- 1 Press **Stop**.
  - The transmission is canceled.
  - The unit prints an ERROR TX REPORT (→ p. 11-4).

## ■ If you are sending a document using memory sending:

- 1 Press **Stop**.
  - Your unit asks you to confirm that you want to cancel sending.
- 2 Press **✳** to cancel sending.
  - Sending is not canceled until you press **✳**.
  - If you change your mind and want to continue sending, press **#**.
  - To cancel transmission of a document waiting to be sent (e.g. delayed sending, between redialings), you will have to delete it from memory (→ pp. 7-17, 9-8).
  - The unit prints an ERROR TX REPORT (→ p. 11-4).

CANCEL? *YES #NO
------------------

YES={*}	NO={#}
---------	--------



When you cancel sending, you may need to open the operation panel to remove the document from the ADF (→ p. 13-2).

# Redialing When the Line is Busy

There are two methods of redialing: *Manual redialing* and *Automatic redialing*. This section explains these two methods.

## Manual Redialing

Press **Redial** to dial the last number you dialed with the numeric buttons. (This starts redialing regardless of whether automatic redialing is enabled.)

### Canceling Manual Redialing

To cancel manual redialing, press **Stop**.

## Automatic Redialing

### What is Automatic Redialing?

When you are sending a document using memory sending (→ p. 7-5) and the other party's line is busy, your unit waits the specified time interval and then redials the number automatically. This is called *Automatic redialing*.

You will know that your unit is waiting to redial when AUTO REDIAL and the transaction number (TX/RX NO.) are displayed in the LCD.

The automatic redialing options allow you to customize the number of times your unit redials, as well as the time interval between redials. You can also disable automatic redialing if you prefer your unit not to do so.

If all automatic redialing attempts are unsuccessful, the unit cancels the transmission and prints an ERROR TX REPORT to notify you that the transmission was not completed (→ p. 11-4).

### Canceling Automatic Redialing

Automatic redialing cannot be canceled with the **Stop** button while the unit is waiting to redial. You can either wait until your unit begins redialing and then follow the procedure below, or if you want to cancel while your unit is waiting to redial, you will have to delete the document from memory (→ p. 9-8).

Follow this procedure to cancel automatic redialing when your unit begins redialing:

- 1 Wait until your unit begins redialing.

DIALING

**2** Press **Stop**.

- Your unit asks you to confirm that you want to cancel automatic redialing.

CANCEL? \*YES #NO

YES={\*} NO={#}

**3** Press **\*** to cancel redialing.

- Redialing is not canceled until you press **\***.
- If you change your mind and want to continue redialing, press **#**.
- The unit prints an ERROR TX REPORT (→ p. 11-4).

## Setting the Options for Automatic Redialing

You can set the following options for automatic redialing:

- Whether the unit redials automatically (default: on).
- The number of times the unit attempts to redial (default: twice).
- The time interval between redialing attempts (default: two minutes).

Follow this procedure to adjust the automatic redialing options:

**1** Open the one-touch speed dial panel.

**2** Press **Data Registration**.

DATA REGISTRATION

**3** Press **Set**.

USER SETTINGS

**4** Use ▼ or ▲ to select TX SETTINGS.

TX SETTINGS

**5** Press **Set**.

ECM TX

**6** Use ▼ or ▲ to select AUTO REDIAL.

AUTO REDIAL

**7** Press **Set**.

Ex:  ON

**8** Use ▼ or ▲ to select the setting you want.

- You can select from the following:
  - ON  
Enables automatic redialing.
  - OFF  
Disables automatic redialing.

■ **If you selected OFF in step 8:**

**9** Press **Set**.

TIME OUT

**10** Press **Stop** to return to standby mode.

Ex: 12/27 FaxTel

■ **If you selected ON in step 8:**

**9** Press **Set** twice.

REDIAL TIMES

Ex: 2TIMES

**10** Use the numeric buttons to enter the number of times you want the unit to redial.

- You can select from 1 to 10 times.

Ex: 5TIMES

**11** Press **Set** twice.

REDIAL INTERVAL

Ex: 2MIN.

**12** Use the numeric buttons to enter the time interval between redials.

- You can select from 2 to 99 minutes.

Ex: 5MIN.

**13** Press **Set**.

TIME OUT

**14** Press **Stop** to return to standby mode.

Ex: 12/27 FaxTel

# Sending the Same Document to Several Fax Numbers (Sequential Broadcasting)

This feature, also called *Sequential Broadcasting*, allows you to send the same document to several fax numbers in one operation. Simply load the document, enter the fax numbers, and the unit will then scan the document into its memory and send the document to all the fax numbers you entered, one after the other.

You can send the same document to as many as 125 fax numbers using this feature. Please note, however, that the fax numbers you enter must be registered for one-touch or coded speed dialing (→ Chapter 6). You will only be able to enter one fax number using regular dialing (i.e. with the numeric buttons).



If you frequently send documents to the same group of fax numbers, you can register these numbers for group dialing instead (→ p. 6-13). This will simplify dialing.

Follow this procedure to send the same document to several fax numbers:

- 1** Load the document, face down in the ADF (→ p. 4-3).
  - To adjust the resolution and contrast, see pp. 7-2, 7-3.
  - You may be unable to send if the memory used (shown in the LCD) is close to 100%. To free up space in the unit's memory: print, send, or delete any documents you no longer need to be stored in memory (→ p. 9-4).

Ex: 

MEMORY USED 0%
----------------

  
(Currently used memory)

DOCUMENT READY
----------------

  
(Standby to scan)

- 2** Enter up to 125 fax numbers using any of the following methods:

■ **One-touch speed dialing:**

Press the one-touch speed dialing button(s) you want.

Ex: 

TEL=905 795 1111
------------------

■ **Coded speed dialing:**

Press **Coded Dial**, then use the numeric buttons to enter the two-digit code you want. Repeat for other codes.

Ex: 

*01
-----

Ex: 

TEL=03 3758 2111
------------------

- Be sure to press **Coded Dial** before each code.

■ **Regular dialing:**

Use the numeric buttons to enter the fax number you want, then press **Set**.

Ex: 

TEL= 2 887 0166
-----------------

- You can only enter one fax number this way.





Note

- You can enter the fax numbers in any order.
- If you enter a wrong destination, press **Clear**, then enter the correct destination.
- You must enter the second destination within five seconds of entering the first one. All subsequent destinations must be entered within 10 seconds. If you wait longer than these times, your unit automatically begins scanning the document for sending. If you do not want your unit to begin scanning automatically after a few seconds, disable the TIME OUT setting (→ p. 14-6).
- To review the destinations entered, use ▼ or ▲ to scroll through the numbers.

**3** Press **Start/Copy** to begin scanning for sending, or wait a few seconds for your unit to begin scanning automatically.

- Your unit will first send the document to the one-touch speed dialing destinations, then the coded speed dialing destinations, and finally to the destination dialed using regular dialing.
- If you do not want your unit to begin scanning automatically after a few seconds, disable the TIME OUT setting (→ p. 14-6).
- To cancel sending once dialing has started, press **Stop** then ✕. Sending to all destinations you specified in step 2 will be canceled. (You cannot cancel only one destination.)




Note

- If a number is busy, your unit will continue sending to the other destinations and then automatically redial the number that was busy.
- If the unit's memory becomes full while scanning your document, MEMORY FULL will appear in the LCD. If this happens, remove the remainder of the document from the ADF (you may need to open the operation panel to do so), then divide the document into several sections and send each section separately.

# Delayed Sending

Your unit allows you to scan a document into its memory and send it automatically to as many as 125 fax numbers at a preset time within the next 24 hours. This is called *Delayed sending* or *Timer sending*. By using this feature, you can take advantage of lower long distance rates at night, for example.

 **Note** To use delayed sending correctly, make sure the correct time is set on your unit (→ p. 3-6).

## Scanning a Document into Memory for Delayed Sending

Follow this procedure to scan a document into the unit's memory for delayed sending:

**1** Load the document, face down in the ADF (→ p. 4-3).

- To adjust the resolution and contrast, see pp. 7-2, 7-3.
- You may be unable to scan if the memory used (shown in the LCD) is close to 100%. To free up space in the unit's memory: print, send, or delete any documents you no longer need to be stored in memory (→ p. 9-4).

Ex: 

MEMORY USED	0%
-------------	----

  
(Currently used memory)

DOCUMENT READY
----------------

  
(Standby to scan)

**2** Open the one-touch speed dial panel.

**3** Press **Delayed Transmission**.

REGISTER
----------

**4** Press **Set**.

Ex: 

SET TIME	<u>1</u> 5:00
----------	---------------

**5** Use the numeric buttons to enter the time at which you want to send the document.

- Use the 24-hour format for the time (e.g. 11:30 p.m. as 23:30), and precede single digits with a zero.

Ex: 

SET TIME	<u>2</u> 2:30
----------	---------------

**6** Press **Set**.

SELECT LOCATIONS
------------------

TEL=
------

- 7** Enter up to 125 fax numbers you want to send to using any of the following methods:

■ **One-touch speed dialing:**

Press the one-touch speed dialing button(s) you want.

Ex: 

TEL=905 795 1111
------------------

■ **Coded speed dialing:**

Press **Coded Dial**, then use the numeric buttons to enter the two-digit code you want. Repeat for other codes.

Ex: 

*01
-----

Ex: 

TEL=03 3758 2111
------------------

- Be sure to press **Coded Dial** before each code.

■ **Regular dialing:**

Use the numeric buttons to enter the fax number you want, then press **Set**.

Ex: 

TEL= 2 887 0166
-----------------

- You can only enter one fax number this way.



Note

- If you enter the wrong destination, press **Clear**, then enter the correct destination.
- To review the destinations entered, use ▼ or ▲ to scroll through the numbers.

- 8** Press **Start/Copy** to begin scanning the document into the unit's memory.

- When the preset time is reached, your unit sends the document to the destination(s) you specified in step 7.



Note

- You can register up to 20 different delayed sending operations.
- If the unit's memory becomes full while scanning your document, MEMORY FULL will appear in the LCD. If this happens, you will not be able to send the document at a preset time. Remove the remainder of the document from the ADF (you may need to open the operation panel to do so).
- Since the unit is multitasking, you can perform other tasks even when your unit is set for delayed sending.

# Printing a Document Set for Delayed Sending

Follow this procedure to print a document stored in memory for delayed sending:

**1** Open the one-touch speed dial panel.

**2** Press **Delayed Transmission**.

REGISTER

**3** Use ▼ or ▲ to select PRINT.

PRINT

**4** Press **Set**.

Ex: TX/RX NO. 0001

**5** Use ▼ or ▲ to select the transaction number (TX/RX NO.) of the document you want to print.

Ex: TX/RX NO. #0003

- If you are unsure of the transaction number (TX/RX NO.), print the DOC. MEMORY LIST (→ p. 9-4).
- A “#” before the transaction number (TX/RX NO.) indicates that that document is being sent at that moment and can therefore not be selected.
- Use ◀ or ▶ to display details of the transaction (e.g. destination).

**6** Press **Set**.

1ST PG ONLY?

YES=[\*] NO=[#]

**7** Press ✕ to print the first page only, or press # to print all pages of the document.

- The unit prints the document.

**8** To continue printing other documents set for delayed sending, repeat the procedure from step 5.

-or-

Press **Stop** to return to standby mode.

Ex: 12/27 FaxTel

# Deleting a Document Set for Delayed Sending

Follow this procedure to delete a document stored in memory for delayed sending:

**1** Open the one-touch speed dial panel.

**2** Press **Delayed Transmission**.

REGISTER

**3** Use ▼ or ▲ to select DELETE FILE.

DELETE FILE

**4** Press **Set**.

Ex: TX/RX NO. 0001

**5** Use ▼ or ▲ to select the transaction number (TX/RX NO.) of the document you want to delete.

Ex: TX/RX NO. #0003

- If you are unsure of the transaction number (TX/RX NO.), print the DOC. MEMORY LIST (→ p. 9-4).
- A “#” before the transaction number (TX/RX NO.) indicates that that document is being sent at that moment. If you want to delete a document being sent, follow the instructions in the LCD.
- Use ◀ or ▶ to display details of the transaction (e.g. destination).

**6** Press **Set**.

OK TO DELETE?

YES=[\*] NO=[#]

**7** Press ✱ to delete the document.

- If you change your mind and want to keep the document in memory for delayed sending, press #.

ERASING END

**8** To continue deleting other documents set for delayed sending, repeat the procedure from step 5.

-or-

Press **Stop** to return to standby mode.

Ex: 12/27 FaxTel



# Chapter 8

## Receiving Faxes

This chapter explains how to select the best receive mode for your needs and how to receive faxes.

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# Receiving Methods

Your unit provides you with several modes for receiving faxes. To determine which mode best suits your requirements, refer to the table below:

Receive Mode	Main Use	Operation	Requirements	Details
Fax/Tel Mode	Fax/Tel	The unit automatically switches between fax and voice calls. It receives faxes automatically and rings for voice calls.	Optional handset or telephone connected to your unit.	p. 8-3
MANUAL MODE	Tel	The unit rings for every call, whether a fax call or a voice call. For a fax call, you have to manually activate reception of a fax.	Optional handset or telephone connected to your unit.	p. 8-6
FAX ONLY MODE	Fax	The unit answers all calls as fax calls. It receives faxes automatically and disconnects voice calls.	Separate telephone line for fax use only.	p. 8-8
ANS.MACHINE MODE	Fax/Tel	The unit receives documents automatically and the answering machine records voice messages.	Answering machine connected to your unit.	p. 8-9
DRPD	Fax/Tel	Allows you to have separate fax and telephone numbers that you distinguish by the ring type.	Subscription to a DRPD service. Optional handset or telephone connected to your unit.	p. 8-10

Once you have decided which mode is suitable for your needs, set the mode as described in this chapter. You can change the mode at any time.



# Receiving Both Faxes and Telephone Calls Automatically: Fax/Tel Mode

Set this mode if you only have one telephone line for fax and telephone use and want your unit to automatically switch between fax and voice calls.



For this mode, you need to connect the optional handset or a telephone to your unit (→ p. 2-7).

## Setting Fax/Tel Mode

Your unit is factory-set to Fax/Tel Mode. If you have not changed the receive mode to FAX ONLY MODE or DRPD, simply follow this procedure:

- 1** Press **Receive Mode** repeatedly until Fax/Tel Mode is displayed.

- After a few seconds, the LCD changes to this display:

Fax/Tel Mode

Ex: 12/27 FaxTel

If Fax/Tel Mode does not appear in the LCD when you press **Receive Mode**, follow this procedure to set FAX/TEL AUTO SW (Fax/Tel Mode):

- 1** Open the one-touch speed dial panel.

- 2** Press **Data Registration**.

DATA REGISTRATION

- 3** Press **Set**.

USER SETTINGS

- 4** Use ▼ or ▲ to select RX SETTINGS.

RX SETTINGS

- 5** Press **Set**.

ECM RX

- 6** Use ▼ or ▲ to select RX MODE.

RX MODE

- 7** Press **Set**.

Ex: FAX ONLY MODE

- 8** Use ▼ or ▲ to select FAX/TEL AUTO SW.

FAX/TEL AUTO SW

- 9** Press **Set**.

- To set the options for FAX/TEL AUTO SW (Fax/Tel Mode), see the following pages.

RING START TIME

- 10** Press **Stop** to return to standby mode.

Ex: 12/27 FaxTel

- 11** Confirm that FaxTel is displayed in the LCD.

- If FaxTel is not displayed, press **Receive Mode** repeatedly until Fax/Tel Mode is displayed. After a few seconds, the LCD returns to standby mode.

Ex: 12/27 FaxTel

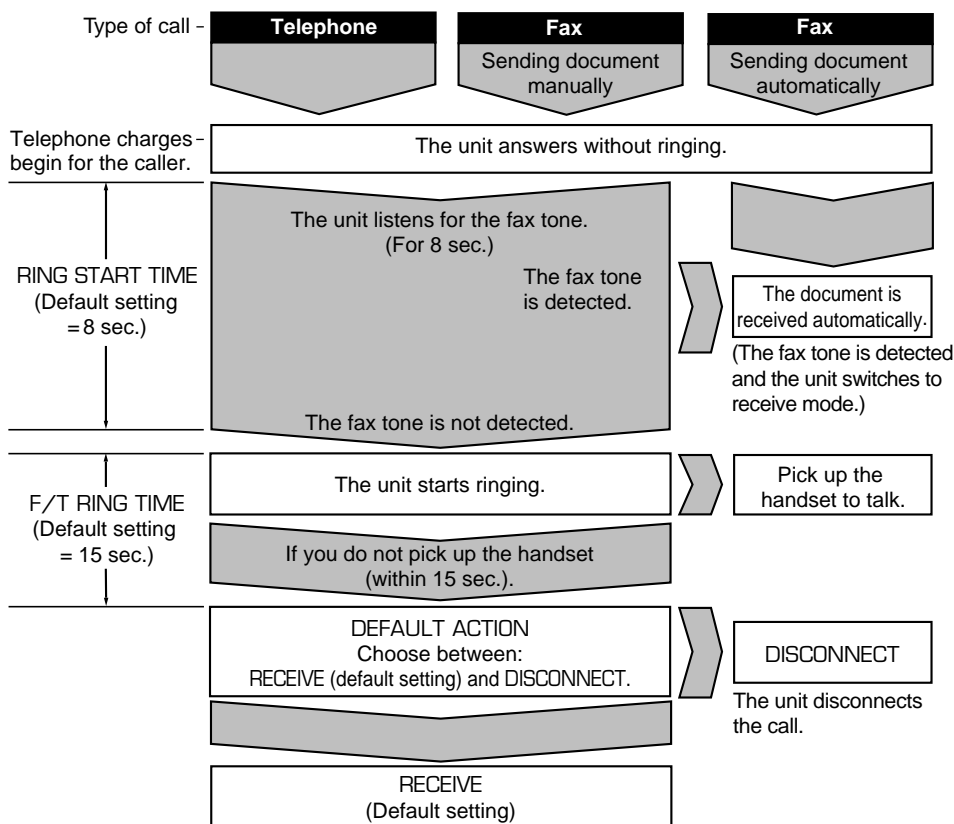
## Setting the Options for Fax/Tel Mode

If you set Fax/Tel Mode, you can control precisely how the unit handles incoming calls by adjusting the following settings:

- RING START TIME setting: Adjust the time the unit takes to check whether a call is from a fax machine or from a telephone (default: 8 seconds).
- F/T RING TIME setting: Adjust the length of time the unit rings when the call is from a telephone (default: 15 seconds).
- DEFAULT ACTION setting: Set whether the unit switches to receive mode or disconnects the call after the ring time set in F/T RING TIME has elapsed (default: switches to receive mode).

### ■ What Happens When Fax/Tel Mode is Selected

When the unit receives a call, it responds according to the type of call as follows:



Not all fax machines are capable of sending the fax tone. If this is the case, set the DEFAULT ACTION setting to RECEIVE so that the unit switches to receive mode automatically and starts receiving the document. If no document comes in, it disconnects the call after approximately 40 seconds.

Follow this procedure to set the Fax/Tel Mode options:

- 1** Follow steps 1 to 9 on page 8-3.

RING START TIME

- 2** Press **Set**.

Ex: 8SEC

- 3** Use the numeric buttons to enter the RING START TIME duration.

Ex: 9SEC

- You can select from 0 to 30 seconds.
- See the previous page for details on this setting.

- 4** Press **Set** twice.

F/T RING TIME

Ex: 15SEC

- 5** Use the numeric buttons to enter the F/T RING TIME duration.

Ex: 30SEC

- You can select from 10 to 45 seconds.
- See the previous page for details on this setting.

- 6** Press **Set** twice.

DEFAULT ACTION

Ex: RECEIVE

- 7** Use ▼ or ▲ to select the DEFAULT ACTION setting you want.

- You can select from the following:
  - RECEIVE (Switch to receive mode)
  - DISCONNECT (Disconnect the call)
- See the previous page for details on this setting.

- 8** Press **Set**.

INCOMING RING

- 9** Press **Stop** to return to standby mode.

Ex: 12/27 FaxTel

## Receiving Faxes Manually: MANUAL MODE

Set this mode if you only have one telephone line that you use mainly for voice calls, and only occasionally to receive faxes.

For this mode, you will need to connect the optional handset or a telephone to your unit to be able to receive voice calls and also to manually activate reception of documents. You can activate reception directly from your unit, or if your telephone is located away from your unit, you can dial the remote receiving ID on the telephone to activate reception (this is called *Remote reception*).

### Setting MANUAL MODE

Follow this procedure to set the receive mode to MANUAL MODE:

- 1 Press **Receive Mode** repeatedly until MANUAL MODE is displayed.

- After a few seconds, the LCD changes to this display:

MANUAL MODE
-------------

Ex: 

12/27	Manual
-------	--------

### Receiving a Fax Manually

Follow this procedure to receive a fax manually:

- 1 Make sure Manual is displayed in the LCD (→ above).

Ex: 

12/27	Manual
-------	--------

- 2 Make sure you have connected the optional handset or a telephone to your unit (→ p. 2-7).
- 3 When you hear the optional handset or telephone ring, pick up the handset.

#### ■ If you hear a long beep tone or silence:

- 4 Someone is trying to send you a fax. Press **Start/Copy** on your unit and hang up to begin receiving the document.
  - If you are using the telephone and it is located away from your unit, dial 25 (the default remote receiving ID) on your telephone and hang up.

## ■ If you hear a voice:

**4** Start your conversation. If the caller wants to send a fax after talking to you, ask them to press the start button on their fax machine.

**5** When you hear a long beep, press **Start/Copy** on your unit and hang up to begin receiving the document.

- If you are using the telephone and it is located away from your unit, dial 25 (the default remote receiving ID) on your telephone and hang up.



- If using the handset, be sure to hang up *after* you press **Start/Copy** on the unit, otherwise the call will be disconnected.
- Your unit will alert you by beeping if the handset is not hung up properly. Make sure the handset is seated properly in its cradle. If you do not want the unit to beep, disable the OFFHOOK ALARM setting (→ p. 14-4).
- If you cannot activate reception from the telephone, check that the REMOTE RX setting is enabled (→ p. 14-7).
- You can change the remote receiving ID (→ REMOTE RX ID, p. 14-7), or disable remote receiving (→ REMOTE RX, p. 14-7).
- If you have an answering machine connected to your unit that can carry out remote-control operations (controlling your answering machine from a remote telephone), the security code for this function may be the same as the remote receiving ID of your unit. If this is the case, make sure you change the unit's remote receiving ID to make it distinct from the answering machine's security code (→ REMOTE RX ID, p. 14-7).

# Receiving Faxes Automatically: FAX ONLY MODE

If you have a separate telephone line for fax use only, connect your unit to this line and set FAX ONLY MODE. Your unit will answer all calls as fax calls.

## Setting FAX ONLY MODE

Follow this procedure to set the receive mode to FAX ONLY MODE:

1 Open the one-touch speed dial panel.

2 Press **Data Registration**.

DATA REGISTRATION

3 Press **Set**.

USER SETTINGS

4 Use ▼ or ▲ to select RX SETTINGS.

RX SETTINGS

5 Press **Set**.

ECM RX

6 Use ▼ or ▲ to select RX MODE.

RX MODE

7 Press **Set**.

Ex: FAX/TEL AUTO SW

8 Use ▼ or ▲ to select FAX ONLY MODE.

FAX ONLY MODE

9 Press **Set**.

INCOMING RING

10 Press **Stop** to return to standby mode.


Ex: 12/27 FaxOnly

11 Confirm that FaxOnly is displayed in the LCD.

Ex: 12/27 FaxOnly

- If FaxOnly is not displayed, press **Receive Mode** repeatedly until FAX ONLY MODE is displayed. After a few seconds, the LCD returns to standby mode.

The unit treats all incoming calls as fax calls. It receives faxes automatically and disconnects any voice calls.

 The unit does not ring when it receives a fax call. If you want to be alerted when a fax call is received, connect the optional handset or a telephone to the unit, and enable the INCOMING RING setting (→ p. 14-7). You can also select the number of rings before the unit answers (→ RING COUNT, p. 14-7).

## Receiving With an Answering Machine: ANS.MACHINE MODE

Connecting an answering machine to the unit allows you to receive faxes and telephone messages while you are out.

In ANS.MACHINE MODE, the unit allows the answering machine to answer incoming calls, then listens for the fax tone and automatically receives the fax if it detects this tone.

### Setting ANS.MACHINE MODE



For this mode, you need to connect an answering machine or a telephone with an answering machine to your unit (→ p. 2-7).

Follow this procedure to set the receive mode to ANS.MACHINE MODE:

- 1** Press **Receive Mode** repeatedly until ANS.MACHINE MODE is displayed.

- After a few seconds, the LCD changes to this display:

ANS.MACHINE MODE

Ex: 

12/27      AnsMode

### Using the LASER CLASS With an Answering Machine

Follow these guidelines when using the unit with an answering machine:

- Set the answering machine to answer on the first or second ring.
- When recording the outgoing message on the answering machine:
  - the entire message must be no longer than 15 seconds.
  - in the message, tell your callers how to send a fax. For example:  
 “Hello. I can’t answer the phone right now, but please leave a message after the beep. If you would like to send a fax, press the start button on your fax machine after you finish your message. Thank you.”

# Receiving With the Distinctive Ring Pattern Detection Feature: DRPD

Some telephone companies offer a Distinctive Ring Pattern (DRP) service whereby they assign two or more telephone numbers with distinctive ring patterns to a single telephone line. If your telephone company offers such a service, you can have both a fax number(s) and a telephone number(s) for your unit using only one telephone line.

Your unit will automatically monitor incoming calls and based on the distinctive ring pattern, it will determine if the call is from a fax machine trying to send a document or from a telephone trying to make a voice call.

Use the information in this section to set up your unit for use with a DRP service. For more details on the DRP service, contact your local telephone company. (Your telephone company may have a different name for this service. Also, this service may not be offered in all areas.)

## Ring Patterns

Your telephone company will assign a distinctive ring pattern to each number when you order the DRP service. The setting you make in the unit must match the setting assigned by the telephone company.

You can set your unit for the following ring patterns:

- **NORMAL RING**  
Ring type of normal telephone line (Recommended for voice calls.)
- **DOUBLE RING**  
Two short rings at regular intervals (Recommended for fax calls.)
- **SHORT-SHORT-LONG** (Triple ring)  
Short-short-long rings at regular intervals
- **SHORT-LONG-SHORT** (Triple ring)  
Short-long-short rings at regular intervals
- **OTHER RING TYPE**  
Patterns other than those described above

## Setting DRPD

Follow this procedure to set the receive mode to DRPD:

- 1** Open the one-touch speed dial panel.
- 2** Press **Data Registration**.

DATA REGISTRATION
-------------------



**3** Press **Set**.

USER SETTINGS

**4** Use ▼ or ▲ to select RX SETTINGS.

RX SETTINGS

**5** Press **Set**.

ECM RX

**6** Use ▼ or ▲ to select RX MODE.

RX MODE

**7** Press **Set**.

Ex: FAX/TEL AUTO SW

**8** Use ▼ or ▲ to select DRPD.

DRPD

**9** Press **Set**.

NORMAL RING

**10** Use ▼ or ▲ to select the type of ring pattern you want to set.

- You can select from the following:
  - NORMAL RING
  - DOUBLE RING
  - SHORT-SHORT-LONG
  - SHORT-LONG-SHORT
  - OTHER RING TYPE
  - FAX/TEL AUTO SW (Go to step 11 on page 8-13)

### ■ If you selected a setting other than FAX/TEL AUTO SW in step 10:

**11** Press **Set** twice.

UNIT TELEPHONE #

Ex: TEL=

**12** Use the numeric buttons to enter the fax/telephone number assigned for receiving a call for the ring pattern you selected in step 10 (max. 20 digits, including spaces).

Ex: TEL= 123 4567

- This number is transmitted to the caller's fax machine and displayed in the caller's LCD as verification.
- To enter a space, press **Space**.
- To enter a plus sign (+) before the number, press **+**.
- If you make a mistake, press **Clear** and start again.

**13** Press **Set** twice.

DATA ENTRY OK

UNIT NAME

Ex:  :A

**14** Use the numeric buttons to enter your name or company name for the ring pattern you selected in step 10 (max. 24 characters, including spaces).

- This name is transmitted to the caller's fax machine and displayed in the caller's LCD as verification.
- If you are unsure how to enter characters, see p. 3-2.
- If you make a mistake, press **Clear** and start again.

Ex:  :A

**15** Press **Set** twice.

DATA ENTRY OK

RX MODE

Ex:  FAX

**16** Use ▼ or ▲ to select the type of call to be received for the ring pattern you selected in step 10.

- You can select from the following:
  - TEL
  - FAX
  - FAX/TEL AUTO SW

**17** Press **Set**.

Ex:

**18** To continue registering other ring patterns, repeat the procedure from step 10.

-or-

Press **Stop** to return to standby mode.

Ex:



When the RX MODE setting is set to DRPD, no other receive mode can be selected with the **Receive Mode** button.

## ■ If you selected FAX/TEL AUTO SW in step 10 (on page 8-11):

**11** Press **Set** twice.

RING START TIME

Ex: 8SEC

**12** Use the numeric buttons to enter the time the unit waits before ringing when it receives a call.

- You can select from 0 to 30 seconds.

Ex: 9SEC

**13** Press **Set** twice.

F/T RING TIME

Ex: 15SEC

**14** Use the numeric buttons to enter the time the unit rings while waiting for someone to answer the call.

- You can select from 10 to 45 seconds.

Ex: 30SEC

**15** Press **Set** twice.

DEFAULT ACTION

Ex: RECEIVE

**16** Use ▼ or ▲ to select the DEFAULT ACTION setting you want.

- This setting tells the unit what to do if no one answers within the specified ring time set in step 14.
- You can select from the following:
  - RECEIVE (Switch to receive mode)
  - DISCONNECT (Disconnect the call)

**17** Press **Set**.

INCOMING RING

**18** Press **Stop** to return to standby mode.

Ex: 12/27 DRPD



When the RX MODE setting is set to DRPD, no other receive mode can be selected with the **Receive Mode** button.

## How DRPD Responds to Calls

When there is an incoming call, your unit checks the incoming ring pattern and determines the type of pattern being received. Your unit may require up to 10 seconds to determine the pattern type. During this time, any telephone device connected to your unit reacts according to how you registered the setting.

Your Setting	Incoming Call From Fax	Incoming Call From Telephone
TEL	Rings to alert you to answer the call. Press <b>Start</b> to receive the fax (similar to MANUAL MODE).	Rings to alert you to answer the call.
FAX	Receives the fax.	Answers as a fax machine.
FAX/TEL AUTO SW	Switches to receive mode for fax transmission signals.	Rings to alert you to answer the call.

## Communicating With DRPD

Using the unit with a DRP service is almost the same as using it with a normal telephone line.

When you turn on DRPD, the receive mode defaults to DRPD.

When someone calls using the number assigned for telephone communication, your unit rings in the pattern you registered for voice calls. When you hear this pattern, simply answer the call using the optional handset or telephone connected to your unit and talk. If you do not answer, your unit continues ringing until the other party hangs up.

When someone sends a fax using the number assigned for fax communication, your unit receives the fax automatically.

# Receiving While Performing Other Tasks

The unit is a multitasking device so it can receive faxes and voice calls while you are performing other tasks.

If your unit cannot print a received fax because it is performing another task that prevents it from doing so, it will receive the fax in memory. Then, as soon as it completes the other task, your unit automatically prints the received fax from memory.

## Receiving Faxes in Memory When a Problem Occurs

If your unit encounters a problem when receiving a fax, it automatically stores the unprinted pages of the fax in memory. It then displays REC'D IN MEMORY as well as one or more messages in the LCD. For an explanation of the message(s) and details on the action to take, see p. 13-8.



Note

- The unit's memory can store up to approximately 256 pages.\*
- You can set the unit so that it does not store faxes in memory if a problem occurs during reception (→ MEMORY RX, p. 14-7).
- Once the problem is solved and the unit prints the received fax, it will delete the fax from memory.
- If the unit's memory becomes full while receiving a fax in memory, you will not be able to receive the remaining pages. Contact the other party and ask them to resend the remainder of the fax.

## Canceling Receiving

Follow this procedure if you want to stop receiving a fax before reception is completed:

### 1 Press **Stop**.

- Your unit asks you to confirm that you want to cancel receiving.

CANCEL? \*YES #NO

YES=[\*] NO=[#]

### 2 Press **\*** to cancel receiving.

- Receiving is not canceled until you press **\***.
- If you change your mind and want to continue receiving, press **#**.

TX/RX CANCELLED

Ex: TX/RX NO. 5003

\*Based on ITU-T No. 1 Chart, standard mode.



# Chapter 9

## Special Features

This chapter describes the special dialing methods and explains other useful features of your unit.

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# Special Dialing

## Dialing Through a Switchboard

A PBX (Private Branch Exchange) is an on-site telephone switchboard. If your unit is connected through a PBX or other telephone switching system, you will need to dial the outside line access number first, and then the number of the party you are calling.

## Entering Pauses in a Fax/Telephone Number

You may need to enter pauses in a fax/telephone number in the following situations:

- When you dial or register an overseas number. The length and position of the pause depends on the telephone system of your country.
- When your unit is connected to a switchboard.

Follow this procedure to enter pauses during regular dialing or when registering a number for speed dialing:

- 1** When you come to the step that requires you to enter the fax/telephone number, use the numeric buttons to enter the number up to where a pause is necessary.
  - If you enter the wrong number, press **Clear**, then enter the correct number.

Ex: 

TEL=	011
------	-----

- 2** Press **Pause** to enter a pause.
  - A pause entered within a number (p) is two seconds long.
  - For a longer pause, press **Pause** again for another two-second pause. Alternatively, you can change the length of the pause (→ MID PAUSE SET, p. 14-6).

Ex: 

TEL=	011P
------	------

- 3** Continue entering the rest of the fax/telephone number with the numeric buttons.
  - If you enter the wrong number, press **Clear** and start again from step 1.

Ex: 

TEL=	011p811234
------	------------

- 4** To enter a pause at the end of the number, press **Pause**.
  - A pause at the end of a number (P) is fixed to ten seconds.

Ex: 

TEL=011p811234P
-----------------

- 5** Continue with the operation you are performing.



## Switching Temporarily to Tone Dialing

Many information services for banks, airline reservations, hotel reservations, etc., require tone dialing for their services. If your unit is set for pulse dialing (→ p. 3-8), follow this procedure to set your unit temporarily for tone dialing:



To talk to the other party, you will need to connect the optional handset or a telephone to your unit (→ p. 2-7).

### 1 Press **Hook**.

- You can also lift the handset instead of pressing **Hook**.

TEL=

### 2 Use the numeric buttons to dial the telephone number of the information service.

- Your unit connects using the pulses required by your telephone line.

Ex: TEL= 7654321

### 3 When the recorded message of the information service answers, press **\* (Tone)** to switch to tone dialing.

- When **\* (Tone)** is pressed, T is displayed in the LCD.
- If you pressed **Hook** in step 1, you can pick up the handset if you need to talk to the other party.

Ex: TEL= 7654321T

### 4 Use the numeric buttons to enter the numbers requested by the information service.

- Numbers entered after pressing **\* (Tone)** will be dialed using tone dialing.

Ex: TEL=7654321T\*34

### 5 When you have finished, press **Hook** to disconnect the call.

- If you used the handset, hang up to disconnect the call.
- Tone dialing is canceled when you disconnect the call.

# Documents Stored in Memory

This section describes how to perform different operations with documents stored in memory. You will find instructions for printing a list of documents in memory, as well as procedures for printing, sending, and deleting documents stored in memory.

## Printing a List of Documents Stored in Memory

The unit can print a list of documents stored in memory, along with the transaction number (TX/RX NO.) of each document. Once you know the transaction number of a document in memory, you can print it, send it, or delete it. These procedures are described on the following pages.

Follow this procedure to print a list of documents stored in memory:

**1** Open the one-touch speed dial panel.

**2** Press **Memory Reference**.

DOC. MEMORY LIST

**3** Press **Set**.

- The unit prints the DOC. MEMORY LIST.

PRINTING REPORT

12/27/2001 21:53 FAX 123 4567

CANON

001

\*\*\*\*\*  
\*\*\* DOC. MEMORY LIST \*\*\*  
\*\*\*\*\*

TX/RX NO	MODE	CONNECTION TEL/ID	PGS.	SET TIME	ST. TIME
0046	TRANSMIT	[* 01] Canon TOKYO	3	12/27 21:24	
0047	B'CAST	[ 01] Canon CANADA	1	12/27 21:36	
		[* 02] Canon FRANCE			
0048	DEL SQ BDCST	[ 04] Canon ITALIA	1	12/27 21:39	23:00
		[* 03] Canon U.S.A.			23:00
0049	DELAYED TX	[ 05] Canon OPTICS	2	12/27 21:45	23:00
0050	B'CAST	[ 03] Canon GROUP 2	1	12/27 21:49	

## Printing a Document Stored in Memory

Follow this procedure to print a document stored in memory:

**1** Open the one-touch speed dial panel.

**2** Press **Memory Reference**.

DOC. MEMORY LIST

**3** Use ▼ or ▲ to select PRINT DOCUMENT.

PRINT DOCUMENT

**4** Press **Set**.

Ex: TX/RX NO. 0001

**5** Use ▼ or ▲ to select the transaction number (TX/RX NO.) of the document you want to print.

Ex: TX/RX NO. #0003

- If you are unsure of the transaction number (TX/RX NO.), print the DOC. MEMORY LIST (→ p. 9-4).
- A “#” before the transaction number (TX/RX NO.) indicates that that document is being sent at that moment and can therefore not be selected.
- Use ◀ or ▶ to display details of the transaction (e.g. destination).

**6** Press **Set**.

1ST PG ONLY?

YES=[\*] NO=[#]

**7** Press ✕ to print the first page only, or press # to print all pages of the document.

- The unit prints the document.

**8** To continue printing other documents in memory, repeat the procedure from step 5.

-or-

Press **Stop** to return to standby mode.

Ex: 12/27 FaxTel

# Sending a Document Stored in Memory

Follow this procedure to send a document received in memory or stored in the polling box (for polling sending):

**1** Open the one-touch speed dial panel.

**2** Press **Memory Reference**.

DOC. MEMORY LIST

**3** Use ▼ or ▲ to select RESEND DOCUMENT.

RESEND DOCUMENT

**4** Press **Set**.

Ex: TX/RX NO. 0001

**5** Use ▼ or ▲ to select the transaction number (TX/RX NO.) of the document you want to send.

Ex: TX/RX NO. #5003

- If you are unsure of the transaction number (TX/RX NO.), print the DOC. MEMORY LIST (→ p. 9-4).
- A “#” before the transaction number (TX/RX NO.) indicates that that document is being sent or printed at that moment, and can therefore not be selected.
- Use ◀ or ▶ to display details of the transaction (e.g. destination).

**6** Press **Set**.

SELECT LOCATIONS

- If you are sending a document stored in the polling box (for polling sending), enter the password (when you have set a password), then press **Set**.

TEL=

**7** Enter up to 125 fax numbers you want to send to using any of the following methods:

**■ One-touch speed dialing:**

Press the one-touch speed dialing button(s) you want.

Ex: TEL=905 795 1111

**■ Coded speed dialing:**

Press **Coded Dial**, then use the numeric buttons to enter the two-digit code you want. Repeat for other codes.

Ex: \*01

- Be sure to press **Coded Dial** before each code.

Ex: TEL=03 3758 2111

### ■ Regular dialing:

Use the numeric buttons to enter the fax number you want, then press

**Set**.

- You can only enter one fax number this way.



Note

- If you enter a wrong destination, press **Clear**, then enter the correct destination.
- To review the destinations entered, use ▼ or ▲ to scroll through the numbers.

Ex:

TEL= 2 887 0166
-----------------

## 8 Press **Set** to begin sending.

- To cancel sending once dialing has started, press **Stop** then ✕. Sending to all the destinations you specified in step 7 will be canceled. (You cannot cancel only one destination.)

# Deleting a Document Stored in Memory

Follow this procedure to delete a document stored in memory:

**1** Open the one-touch speed dial panel.

**2** Press **Memory Reference**.

DOC. MEMORY LIST

**3** Use ▼ or ▲ to select DELETE DOCUMENT.

DELETE DOCUMENT

**4** Press **Set**.

Ex: TX/RX NO. 0001

**5** Use ▼ or ▲ to select the transaction number (TX/RX NO.) of the document you want to delete.

- If you are unsure of the transaction number (TX/RX NO.), print the DOC. MEMORY LIST (→ p. 9-4).
- A “#” before the transaction number (TX/RX NO.) indicates that that document is being sent at that moment. If you want to delete a document being sent, follow the instructions in the LCD.
- Use ◀ or ▶ to display details of the transaction (e.g. destination).

Ex: TX/RX NO. #0003

**6** Press **Set**.

- If you are deleting a document stored in the polling box (→ p. 9-14), enter the password that restricts access to the polling box settings, then press **Set**.

OK TO DELETE?

YES=[\*] NO=[#]

**7** Press ✕ to delete the document.

- If you change your mind and want to keep the document in memory, press #.

ERASING END

**8** To continue deleting other documents in memory, repeat the procedure from step 5.

-or-

Press **Stop** to return to standby mode.

Ex: 12/27 FaxTel

# Polling

## What is Polling?

In normal faxing, a fax machine sends a document to another fax machine. With polling, a fax machine calls another fax machine and requests that a document be sent to it; in other words, it “polls” that fax machine.

Your unit has the capability of functioning in both roles; it can poll another fax machine to retrieve a document from it (polling receiving), or it can hold a document in its polling box so that other fax machines can poll your unit and retrieve your document (polling sending).

## Polling Receiving

In polling receiving, your unit calls another fax machine and requests it sends the document it is holding.

You may find polling receiving convenient in the following situations:

- When you want to retrieve a document from an establishment, such as a bank or information service.
- When you want to retrieve a document from another fax machine at your convenience.
- When you want to bear the transmission cost of receiving a document.

## Polling Another Fax Machine

Before polling another fax machine, be sure to read the following:

- The unit can only poll fax machines that support polling.
- The document you want to retrieve must be ready to be polled on the other party's fax machine. If necessary, call the other party to check.
- Call the other party and check if you require a subaddress and/or password to retrieve the document from their fax machine. If you do, take note of them and register them together with the fax number for speed dialing (→ Chapter 6). You can only poll with a subaddress/password by using speed dialing. If you do not require a subaddress/password, you can retrieve the document without having to enter these numbers.
- If the other party is using a Canon fax machine and their unit does not support subaddress/password transactions, ask them to set the polling ID on their fax machine to 255 or 11111111 binary.
- You can poll several fax machines in one operation. Each polling operation can retrieve documents from as many as 125 fax numbers.
- The subaddress/password must be an ITU-T-standard subaddress/password.

Follow this procedure to poll one or several fax machine(s):

**1** Open the one-touch speed dial panel.

**2** Press **Polling**.

POLLING TX

**3** Use ▼ or ▲ to select POLLING RX.

POLLING RX

**4** Press **Set**.

**5** Enter up to 125 fax numbers you want to poll using any of the following methods:

■ **One-touch speed dialing:**

Press the one-touch speed dialing button(s) you want.

Ex: TEL=905 795 1111

■ **Coded speed dialing:**

Press **Coded Dial**, then use the numeric buttons to enter the two-digit code you want. Repeat for other codes.

Ex: \*01

Ex: TEL=03 3758 2111

- Be sure to press **Coded Dial** before each code.

■ **Regular dialing:**

Use the numeric buttons to enter the fax number you want, then press **Set**.

Ex: TEL= 2 887 0166

- You can only enter one fax number this way.



Note

- If you enter a wrong destination, press **Clear**, then enter the correct destination.
- You cannot enter a subaddress/password with regular dialing. If you need to enter a subaddress/password for polling, register them together with the fax number for speed dialing (→ Chapter 6).
- To review the destinations entered, use ▼ or ▲ to scroll through the numbers.

**6** Press **Start/Copy** to begin polling the fax machine(s).



## Canceling Polling Receiving

To cancel polling receiving, follow the same procedure as for canceling receiving (→ p. 8-15).

## Polling Sending

In polling sending, your unit holds a document in its polling box so that other fax machines can retrieve it.

You may find polling sending convenient in the following situations:

- A company department might store a document in the unit so that other departments can retrieve it if they require that document.
- When you want the other party to retrieve a document from your unit at their convenience.
- When you want the other party to bear the transmission cost of receiving a document from your unit.

## Setting Up the Polling Box

This section explains how to set up the unit's polling box so that you can scan a document into it for other fax machines to retrieve it.

Before setting up the polling box, be sure to read the following:

- You can set an ITU-T-standard password for the polling box to restrict being polled only by fax machines that have this exact password (see the instructions that follow). Make sure you contact the other party to inform them of your password. Do not set a password if the other party's fax machine does not support password transactions.
- Your unit can be set to hold the document in its polling box until it is polled by one fax machine, or it can be set to continue to hold it so that several fax machines can retrieve the document (see below for details).

Follow this procedure to set up the polling box:

**1** Open the one-touch speed dial panel.

**2** Press **Data Registration**.

DATA REGISTRATION

**3** Press **Set**.

USER SETTINGS

**4** Use ▼ or ▲ to select **POLLING BOX**.

POLLING BOX

**5** Press **Set** three times.

SETUP FILE

FILE NAME

\_ :A

**6** Use the numeric buttons to enter a name for the polling box (max. 24 characters, including spaces).

- If you are unsure how to enter characters, see p. 3-2.

Ex: Canon Dpt.1\_ :1

**7** Press **Set** twice.

DATA ENTRY OK

PASSWORD

PASSWORD \_

**8** Use the numeric buttons to enter a four-digit password.

- This password prevents unauthorized access to the polling box settings. You will need to enter this password whenever you want to change or delete the polling box settings. If you do not want to enter a password, ignore this step.

Ex: PASSWORD 1234

**9** Press **Set** twice.

TX PASSWORD

Ex:

**10** Use the numeric buttons to enter a TX password (max. 20 digits, including \*, #, and spaces).

- The fax machine(s) that will be polling your unit must have this password registered to be able to retrieve the document.
- If you do not want to register a password, ignore this step.

Ex: #123456

**11** Press **Set** twice.

ERASE AFTER TX

Ex:

ON

**12** Use ▼ or ▲ to select if the document remains in the unit's memory after it is polled.

- You can select from the following:

- ON

The document in the polling box is deleted after it is retrieved by one fax machine.

- OFF

The document in the polling box remains in the polling box so that it can be retrieved by an unlimited number of fax machines.

**13** Press **Set**.

CHANGE DATA

**14** Press **Stop** to return to standby mode.

Ex:

12/27

FaxTel

Once you have set up the polling box, you are ready to scan into it the document you want other fax machines to retrieve.

## Scanning a Document into the Polling Box

Follow this procedure to store a document in the polling box so that other fax machines can retrieve it:



You need to set up the polling box before you can scan a document into the polling box (→ p. 9-11).

- 1 Load the document, face down in the ADF (→ p. 4-3).
  - To adjust the resolution and contrast, see pp. 7-2, 7-3.
  - You may be unable to scan if the memory used (shown in the LCD) is close to 100%. To free up space in the unit's memory: print, send, or delete any documents you no longer need to be stored in memory (→ p. 9-4).

Ex: 

MEMORY USED 0%
----------------

  
(Currently used memory)

DOCUMENT READY
----------------

  
(Standby to scan)

- 2 Open the one-touch speed dial panel.

- 3 Press **Polling**.

POLLING TX
------------

- 4 Press **Set**.
  - The unit scans the document into the polling box.

When another fax machine polls your unit, the following conditions apply:

- If you registered a password for the polling box, the other party's fax machine must request the document with this exact same password.
- If you have not registered a password for the polling box, but the other fax machine requests the document from your unit with a password, the document cannot be retrieved.

## Changing or Deleting the Polling Box Settings

Follow this procedure to change or delete the polling box settings:



You will be unable to delete the polling box settings if you have scanned a document into the polling box (see above). Delete the document from memory first before following the procedure below (→ p. 9-8).

- 1 Open the one-touch speed dial panel.

**2** Press **Data Registration**.

DATA REGISTRATION

**3** Press **Set**.

USER SETTINGS

**4** Use ▼ or ▲ to select POLLING BOX.

POLLING BOX

**5** Press **Set**.

SETUP FILE

**6** Use ▼ or ▲ to select the setting you want.

- You can select from the following:

- CHANGE DATA

Select this setting if you want to change the polling box settings.

- DELETE FILE

Select this setting if you want to delete the polling box settings.

### ■ If you selected CHANGE DATA in step 6:

**7** Press **Set**.

- If you registered a password to prevent unauthorized access to the polling box settings, use the numeric buttons to enter it, then press **Set**.

FILE NAME

**8** Press **Set**.

Ex: Canon Dpt.1 :A

**9** To change the polling box settings, follow the procedure from step 6 on p. 9-12.

### ■ If you selected DELETE FILE in step 6:

**7** Press **Set**.

- If you registered a password to prevent unauthorized access to the polling box settings, use the numeric buttons to enter it, then press **Set**.
- The polling box settings are deleted.

FILE DELETED

SYSTEM SETTINGS

**8** Press **Stop** to return to standby mode.

Ex: 12/27 FaxTel

# Restricting Reception

By enabling this feature, you can restrict reception of faxes to only the numbers registered for speed dialing on your unit. This feature is useful to prevent reception of unsolicited faxes (e.g. junk mail).

Follow this procedure to enable or disable receiving restriction:

**1** Open the one-touch speed dial panel.

**2** Press **Data Registration**.

DATA REGISTRATION

**3** Press **Set**.

USER SETTINGS

**4** Use ▼ or ▲ to select SYSTEM SETTINGS.

SYSTEM SETTINGS

**5** Press **Set** twice.

RX RESTRICTION

Ex: OFF

**6** Use ▼ or ▲ to select the setting you want.

- You can select from the following:
  - ON (Enable restriction)
  - OFF (Disable restriction)

**7** Press **Set**.

DATE SETUP

**8** Press **Stop** to return to standby mode.

Ex: 12/27 FaxTel

---

# Chapter 10

## Copying

This chapter describes how to make copies with your unit.

**Documents You Can Copy** .....10-2

**Making Copies** .....10-2

# Documents You Can Copy

For information on the types of documents you can copy, their requirements, and details on loading documents, see Chapter 4.

## Making Copies

Follow this procedure to make copies:

- 1** Adjust the paper delivery selector if necessary (→ p. 5-7).
- 2** Load the document, face down in the ADF (→ p. 4-3).
  - To adjust the contrast, see p. 7-3.
- 3** Press **Start/Copy**.
- 4** Press **Resolution** repeatedly until the resolution setting you want is displayed.
  - You can select from the following:
    - TEXT  
Suitable for most text documents.
    - PHOTO  
Suitable for documents that contain photographs.
- 5** Open the one-touch speed dial panel.
- 6** To make a reduced copy of your document, use ▼ or ▲ to select the reduction percentage you want.
  - You can select from the following:
    - 70%
    - 80%
    - 90%
    - 100%

Ex: 

MEMORY USED 0%
----------------

  
(Currently used memory)

DOCUMENT READY
----------------

  
(Standby to scan)

COPY 100% 01
--------------

Ex: 

PHOTO
-------

Ex: 

COPY 80% 01
-------------



- 7** If you want to make multiple copies, use the numeric buttons to enter the number of copies.

Ex: 

COPY	80%	05
------	-----	----

- You can make up to 99 copies.



Note

The unit copies at  $400 \times 300$  dpi for single copies, and at  $200 \times 300$  dpi for multiple copies. For best quality output, make one copy at a time.

- 8** Press **Start/Copy** to begin copying.

- To cancel copying, press **Stop**. You may then need to open the operation panel to remove the document from the ADF (→ p. 13-2).

COPY
------



Note

You will be unable to make multiple copies if MEMORY FULL appears in the LCD. Print, send, or delete any documents you no longer need to be stored in the unit's memory (→ p. 9-4), then start again. Also, if you are copying multiple pages with many graphics, separate the pages into smaller stacks or make the desired number of copies one at a time as needed.



---

# Chapter 11

## Reports and Lists

This chapter describes the different reports and lists you can print from your unit. You will find samples of some of these reports and instructions for printing.

<b>Summary of Reports and Lists .....</b>	<b>11-2</b>
<b>ACTIVITY REPORT .....</b>	<b>11-3</b>
<b>TX (Transmission) REPORT .....</b>	<b>11-4</b>
<b>MULTI TX/RX (Transaction) REPORT .....</b>	<b>11-5</b>
<b>RX (Reception) REPORT .....</b>	<b>11-5</b>

# Summary of Reports and Lists

The table below shows the lists and reports that can be printed from your unit. Refer to the pages indicated for more details.

Report or List	Description	Details
USER'S DATA LIST	Lists the current settings of your unit and the registered sender information.	p. 14-2
ACTIVITY REPORT	Shows recent facsimile transactions performed by your unit. You can enable or disable automatic printing of this report after every 20 transactions. You can also manually set the unit to print it.	p. 11-3 p. 14-5
TX (Transmission) REPORT	Prints after transmission of a document. You can enable or disable this feature, or set the unit to print a report only when an error occurs. You can also set the unit to print the first page of the document under the report to remind you of the contents of the document.	p. 11-4 p. 14-5
RX (Reception) REPORT	Prints after reception of a document. You can enable or disable this feature, or set the unit to print a report only when an error occurs.	p. 11-5 p. 14-5
MULTI TX/RX (Transaction) REPORT	Prints after sending the same document to several fax numbers, or after polling multiple fax numbers in one operation.	p. 11-5
DOC. MEMORY LIST	Lists the documents currently stored in the unit's memory.	p. 9-4
MEMORY CLEAR REPORT	Prints automatically when power is restored to the unit after a power failure. Lists the documents deleted from memory.	p. 13-21
1-TOUCH SPD DIAL LIST 1 1-TOUCH SPD DIAL LIST 2	Lists the numbers and names registered under one-touch speed dialing buttons.	p. 6-19
CODED SPEED DIAL LIST 1 CODED SPEED DIAL LIST 2	Lists the numbers and names registered under coded speed dialing codes.	p. 6-20
GROUP DIAL LIST	Lists groups registered under one-touch speed dialing buttons and coded speed dialing codes.	p. 6-21

# ACTIVITY REPORT

The unit is factory-set to automatically print an ACTIVITY REPORT after every 20 transactions. If you want to print an ACTIVITY REPORT before it is automatically printed, follow this procedure:

**1** Open the one-touch speed dial panel.

**2** Press **Report**.

ACTIVITY REPORT

**3** Press **Set**.

- The unit prints an ACTIVITY REPORT.

PRINTING REPORT

Transactions in an ACTIVITY REPORT are listed chronologically. Sending transactions are numbered between 0001 and 4999, and receiving transactions are numbered between 5001 and 9999. When 4999 and 9999 are reached respectively, numbering reverts to 0001 and 5001 respectively.

12/27/2001 15:00 FAX 123 4567			CANON			001	
***** *** ACTIVITY REPORT *** *****							
ST. TIME	CONNECTION TEL	CONNECTION ID	NO.	MODE	PGS.	RESULT	
* 12/27 13:43	905 795 1111	Canon CANADA	5001	AUTO RX	ECM	1	OK 00'33
* 12/27 13:45	905 795 1111	Canon CANADA	0001	POLLING RX	G3	0	NG 00'00 0 STOP
* 12/27 13:51	03 3758 2111	Canon TOKYO	0002	B'CAST	ECM	3	OK 01'18
* 12/27 13:53	2 887 0166	Canon AUSTRALIA	0002	B'CAST	ECM	3	OK 01'18
* 12/27 14:10	905 795 1111	Canon CANADA	5002	AUTO RX	ECM	1	OK 00'18
* 12/27 14:16	2 887 0166	Canon AUSTRALIA	5003	AUTO RX	ECM	4	OK 03'59
* 12/27 14:27	20 545 8545	Canon EUROPA	0003	DELAYED TX	ECM	1	OK 01'20
12/27 14:30	20 545 8545	Canon EUROPA	0004	DEL SQ BDCST	ECM	1	OK 00'36
12/27 14:31	03 3758 2111	Canon TOKYO	0004	DEL SQ BDCST	ECM	1	OK 00'36
12/27 14:57	2 887 0166	Canon AUSTRALIA	0005	TRANSMIT	ECM	3	NG 01'25 3 STOP
12/27 14:59	1 432 2060	CANON OPTICS	0006	TRANSMIT		0	NG 00'01 0 #018

INDICATES AN ENTRY THAT HAS APPEARED ON A PREVIOUS REPORT.

TRANSACTION (TX/RX) NUMBER

TRANSACTION MODE

ERROR CORRECTION MODE TRANSACTION

ERROR PAGE

ERROR CODE (→ p. 13-8)

Stop PRESSED DURING TRANSACTION

TRANSACTION DURATION



- If you prefer your unit not to print an ACTIVITY REPORT after every 20 transactions, disable the ACTIVITY REPORT setting (→ p. 14-5).
- Please note that only one transaction number (TX/RX NO.) is assigned when you send a document to several fax numbers in one operation.

# TX (Transmission) REPORT

The unit is factory-set to print a TX (transmission) REPORT only when an error occurs during sending. To change this setting, see TX REPORT, p. 14-5.

If you set your unit to print a report, a TX REPORT or an ERROR TX REPORT similar to the ones below, will be printed depending on the setting you select.

12/27/2001 14:52 FAX 123 4567CANON001

\*\*\*\*\*  
\*\*\* TX REPORT \*\*\*  
\*\*\*\*\*

TRANSMISSION OK

TX/RX NO0003

CONNECTION TEL1 432 2060

SUBADDRESS

12/27/2001 14:59 FAX 123 4567CANON001

\*\*\*\*\*  
\*\*\* ERROR TX REPORT \*\*\*  
\*\*\*\*\*

TX FUNCTION WAS NOT COMPLETED

TX/RX NO0004

CONNECTION TEL20 545 8545

SUBADDRESS

CONNECTION IDCanon EUROPA

ST. TIME12/27 14:59

USAGE T00'18

PGS. SENT1

RESULTNG

●

THE SLEREXE COMPANY LIMITED

SAPORS LANE•BOOLE•DORSET•BH25 8ER

TELEPHONE BOOLE (945 13) 51617 – FAX 123456

Our Ref. 350/PJC/EAC27 December, 2001

Dr. P. N. Cundall,  
Mining Surveys Ltd.,  
Holroyd Road,  
Reading,  
Berks.

OK: TRANSMISSION SUCCESSFUL  
NG: SOME OR NO PAGES SENT

NUMBER OF PAGES SENT

TRANSMISSION DURATION

TRANSMISSION TIME


IF YOU ENABLE THE PRINT WITH IMAGE  
SETTING (→ p. 14-5), THE FIRST PAGE OF THE  
FAX WILL PRINT ON THE REPORT TO REMIND  
YOU OF THE CONTENTS OF THE FAX.

# MULTI TX/RX (Transaction) REPORT

A MULTI TX/RX (transaction) REPORT similar to the one below, is printed when you send the same document to several fax numbers, or when you poll multiple fax numbers in one operation.

12/27/2001 17:23 FAX 123 4567

CANON

 001

\*\*\*\*\*  
\*\*\* MULTI TX/RX REPORT \*\*\*  
\*\*\*\*\*

TX/RX NO0054  
PGS.1  
TX/RX INCOMPLETE  
TRANSACTION OK

[ 01]905 795 1111  
[ \* 01]03 3758 2111  
[ \* 02]1 49 39 25 25

Canon CANADA  
Canon TOKYO  
Canon FRANCE

ERROR INFORMATION


# RX (Reception) REPORT

The unit is factory-set not to print an RX (reception) REPORT even if an error occurs during reception. To change this setting, see RX REPORT, p. 14-5.

If you set your unit to print a report, an RX REPORT similar to the one below, will be printed.

12/27/2001 15:02 FAX 123 4567

CANON

 001

\*\*\*\*\*  
\*\*\* RX REPORT \*\*\*  
\*\*\*\*\*

RECEPTION OK

TX/RX NO5004  
CONNECTION TEL  
SUBADDRESS  
CONNECTION ID  
ST. TIME  
USAGE T  
PGS.  
RESULT

5004  
905 795 1111  
Canon CANADA  
12/27 14:59  
01'59  
4  
OK

OK: RECEPTION SUCCESSFUL  
NG: SOME OR NO PAGES RECEIVED

NUMBER OF PAGES RECEIVED

RECEPTION DURATION

RECEPTION TIME





---

# Chapter 12

## Maintenance

This chapter describes the steps you need to follow to keep your unit clean. You will also find instructions for replacing the toner cartridge.

- Periodic Cleaning** .....12-2
  - Cleaning the Unit's Exterior .....12-2
  - Cleaning the Unit's Interior .....12-2
  - Cleaning the Scanner Components .....12-4
- Replacing the Toner Cartridge** .....12-6

# Periodic Cleaning

This section describes the necessary cleaning procedures for your unit. Please note the following before cleaning your unit:

- Be sure to disconnect the power cord before cleaning the unit. Since documents in memory are erased when the power is disconnected, print or send any documents stored in memory before disconnecting the power cord (→ p. 9-4).
- Do not use tissue paper, paper towels, or similar materials for cleaning; they can stick to the components or generate static charges.



**Never use volatile liquids such as thinners, benzene, acetone, or any other chemical cleaner to clean the interior of the unit; these can damage the unit's components.**

## Cleaning the Unit's Exterior

Follow this procedure to clean the unit's outer casing:

- 1** Disconnect the power cord from the unit.
- 2** Wipe the unit's exterior with a clean, soft, lint-free cloth moistened with water or diluted dishwashing detergent solution.
- 3** When you are finished, reconnect the power cord.

## Cleaning the Unit's Interior

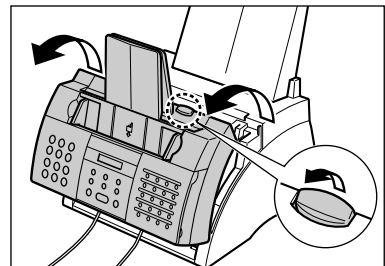
To prevent toner powder and paper dust from accumulating inside the unit and affecting print quality, clean the unit's print area periodically.

Follow this procedure to clean inside the unit:

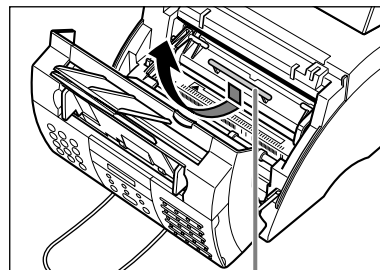
- 1** Disconnect the power cord from the unit.
- 2** Lift the latch and open the front cover.



**Do not open the front cover without lifting the latch since this may damage your unit.**



- 3** Hold the toner cartridge by its handle and remove it from the unit.
- To avoid exposing the toner cartridge to light, place it in its protective bag or wrap it in a thick cloth.

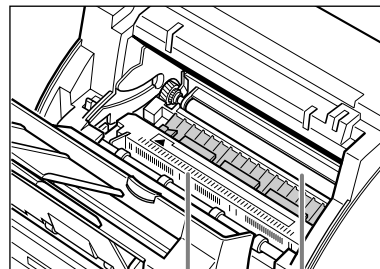


HANDLE

- 4** Use a clean, soft, dry, lint-free cloth to remove any toner or paper debris from the unit's interior (shaded area in the illustration).



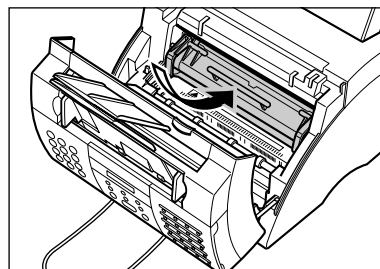
- **The fixing assembly becomes extremely hot when the unit is in use. Be very careful not to touch it so as to avoid injury.**
- **Be careful not to touch the black transfer charging roller since this adversely affects print quality.**



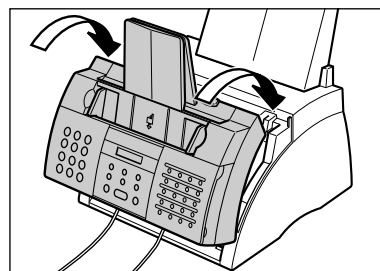
**DO NOT TOUCH THE  
FIXING ASSEMBLY**

**DO NOT TOUCH THE BLACK  
TRANSFER CHARGING ROLLER**

- 5** When you are finished, reinsert the toner cartridge. Hold the toner cartridge by its handle and insert it into the unit as far as it will go, making sure that its tabs are aligned with the rails inside the unit.
- Always hold the toner cartridge by its handle.



- 6** Use both hands to close the front cover.



- 7** Reconnect the power cord.

# Cleaning the Scanner Components

Follow this procedure to periodically check and clean the scanner components:

- 1** Disconnect the power cord from the unit.
- 2** Use both hands to gently open the operation panel.
  - It only opens partially.
- 3** While holding the operation panel open, clean these components:

## ■ Separation guide and separation roller:

Wipe with a clean, soft, dry, lint-free cloth.

## ■ White sheet and scanning glass:

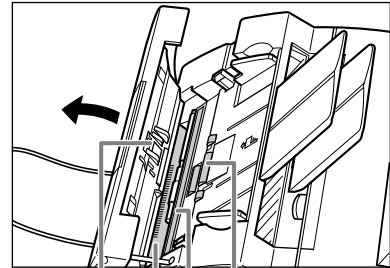
Wipe with a clean, soft, lint-free cloth moistened with water, then wipe with a clean, soft, dry, lint-free cloth.



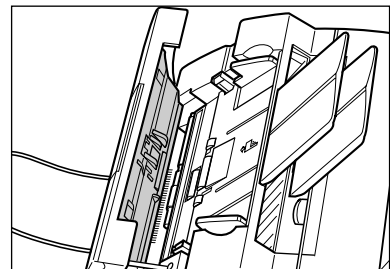
Note

- If the scanner components are dirty, the documents you send or copy will also be dirty.
- Be sure to use a soft cloth to avoid scratching the components.
- Do not use tissue paper, paper towels, or similar materials for cleaning; they can stick to the components or generate static charges.

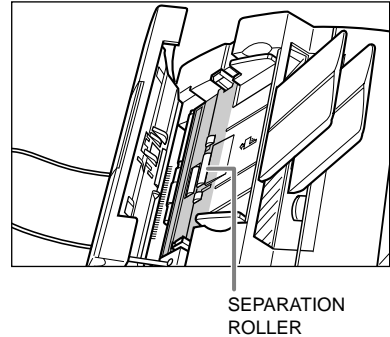
- 4** Clean the underside of the operation panel (shaded area in the illustration).
  - Dirt and dust particles that collect on the underside of the operation panel affect the quality of the documents you copy or send.



SEPARATION  
ROLLER  
SCANNING GLASS  
WHITE SHEET  
SEPARATION GUIDE



- 5** Use a clean, soft, dry, lint-free cloth to wipe any paper dust from the areas surrounding the separation roller (shaded area in the illustration).



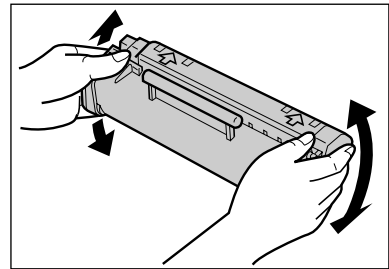
- 6** When you are finished, close the operation panel by pressing it down from the center.
- Be sure to close the operation panel until it locks into place, or the unit will not function properly.
- 7** Reconnect the power cord.

# Replacing the Toner Cartridge

The only component of your unit you will need to replace is the FX-3 toner cartridge. Although Canon manufactures many different toner cartridges, the FX-3 toner cartridge is the only one designed for use with your unit. To purchase this toner cartridge, contact your local authorized Canon Facsimile Dealer.

When CHANGE CARTRIDGE appears in the LCD, you may need to replace the toner cartridge. However, it may also indicate that the toner inside the toner cartridge is simply unevenly distributed. Before replacing the toner cartridge, follow this procedure to distribute the toner evenly:

- 1** Remove the toner cartridge from the unit (→ steps 1 to 4, below).
- 2** Gently rock the toner cartridge from side to side a few times to distribute the toner evenly inside it.
  - Poor print quality may result if the toner is unequally distributed.



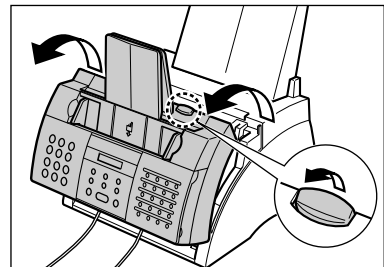
- 3** Reinsert the toner cartridge into the unit (→ steps 8 and 9, p. 12-8).

If after following the procedure above, CHANGE CARTRIDGE remains in the LCD or print quality does not improve, follow this procedure to replace the toner cartridge:

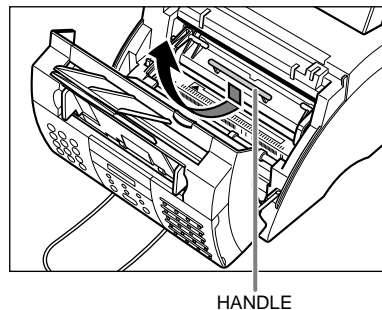
- 1** Remove any documents and printouts from the unit.
- 2** Make sure the unit is plugged in.
- 3** Lift the latch and open the front cover.



**Do not open the front cover without lifting the latch since this may damage your unit.**

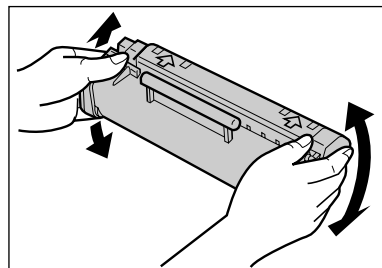


- 4** Hold the toner cartridge by its handle and remove it from the unit.
- Discard the old toner cartridge immediately according to the local laws and regulations for disposal of consumables. To recycle your used toner cartridge, simply follow the instructions included with your new FX-3 toner cartridge.

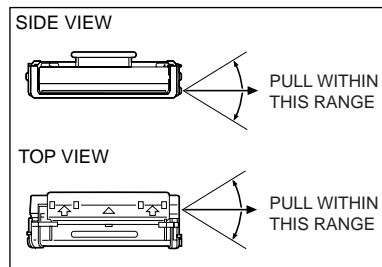
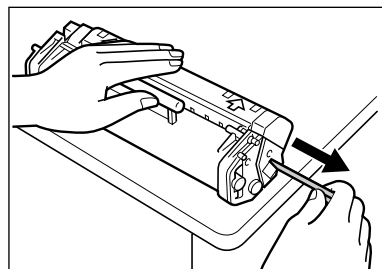


- 5** Remove the new FX-3 toner cartridge from its protective bag.
- Save the protective bag in case you need to repack the toner cartridge at a later date.

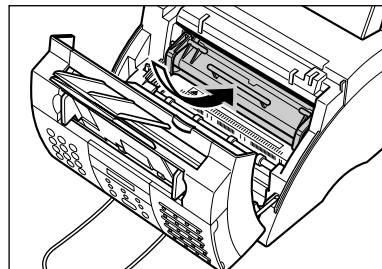
- 6** Gently rock the toner cartridge from side to side a few times to distribute the toner evenly inside it.
- Poor print quality may result if the toner is unequally distributed.



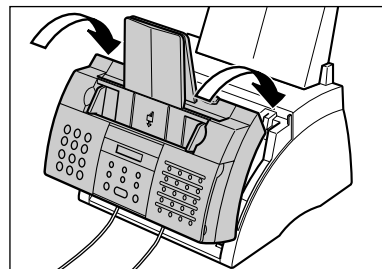
- 7** Place and support the toner cartridge on a flat, clean surface, then gently pull on the plastic tab to remove the plastic seal.
- Use a firm, even pull to avoid breaking the seal.



- 8** Hold the toner cartridge by its handle and insert it into the unit as far as it will go, making sure that its tabs are aligned with the rails inside the unit.
- Always hold the toner cartridge by its handle.



- 9** Use both hands to close the front cover.





---

# Chapter 13

## Troubleshooting

If your unit is not operating properly, use the information and suggestions in this chapter to try to fix the problem.

<b>Clearing Jams</b> .....	13-2
Jams in the ADF .....	13-2
Paper Jams .....	13-3
Jams in the Paper Delivery Slots .....	13-3
Jams Inside the Unit.....	13-3
<b>LCD Messages</b> .....	13-8
<b>Paper Feeding Problems</b> .....	13-13
<b>Printing Problems</b> .....	13-14
<b>Faxing Problems</b> .....	13-15
Sending Problems .....	13-15
Receiving Problems.....	13-16
<b>Copying Problems</b> .....	13-18
<b>Telephone Problems</b> .....	13-19
<b>General Problems</b> .....	13-19
<b>If You Cannot Solve a Problem</b> .....	13-20
<b>If a Power Failure Occurs</b> .....	13-21

# Clearing Jams

## Jams in the ADF

When a document jams or misfeeds in the ADF, the LCD displays CHECK DOCUMENT.

Follow this procedure to clear the document jam:

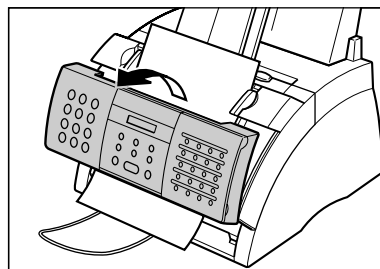


You do not need to unplug your unit when clearing document jams.

**1** Press **Stop**.

**2** Use both hands to gently open the operation panel.

- It only opens partially.
- Do not try to pull the document out without opening the operation panel since you may tear or smudge the document.

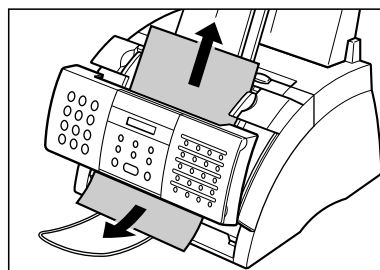


**3** While holding the operation panel open, remove the document.

- Pull it gently in either direction.
- If a multipage document is loaded, remove the entire document from the ADF.



If the paper does not pull out easily, do not force it. Contact your local authorized Canon Facsimile Dealer.



**4** When you are finished, close the operation panel by pressing it down from the center.

- Be sure to close the operation panel until it locks into place, or the unit will not function properly.

# Paper Jams

When paper jams in the unit, the LCD displays CLEAR PAPER JAM. Try clearing the jam by following the procedure in *Jams in the Paper Delivery Slots* below. If this does not clear the jam, follow the procedure in *Jams Inside the Unit*.

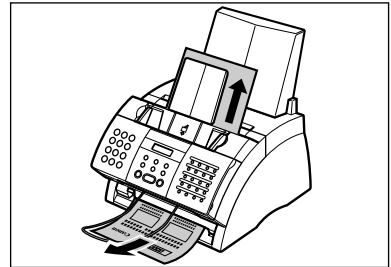
## Jams in the Paper Delivery Slots

Follow this procedure to clear a paper jam in the paper delivery slots:



You do not need to unplug your unit when clearing paper jams.

- 1 Gently pull any jammed paper out of the unit as shown.



- 2 Remove the paper stack from the multi-purpose tray and reload it (→ p. 2-15).



If the paper jam occurred while a fax was being received into the unit's memory, that fax will print automatically when the jam is cleared.

## Jams Inside the Unit

Follow this procedure to clear a paper jam inside the unit:

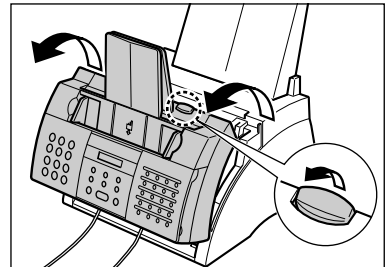


You do not need to unplug your unit when clearing paper jams.

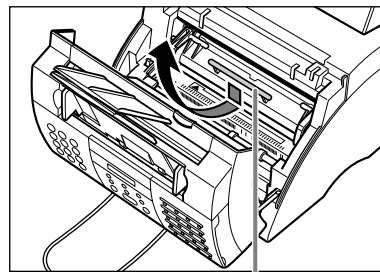
- 1 Lift the latch and open the front cover.



**Do not open the front cover without lifting the latch since this may damage your unit.**

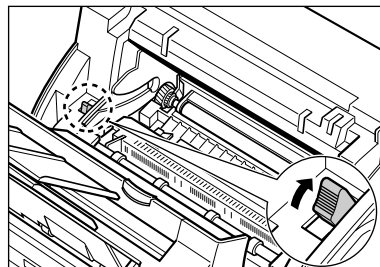


- 2** Hold the toner cartridge by its handle and remove it from the unit.
- To avoid exposing the toner cartridge to light, place it in its protective bag or wrap it in a thick cloth.

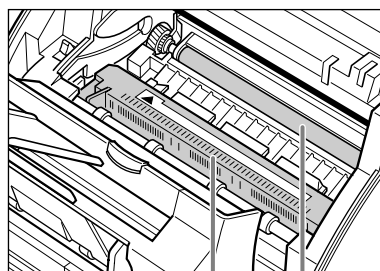


HANDLE

- 3** Move the paper release lever back.



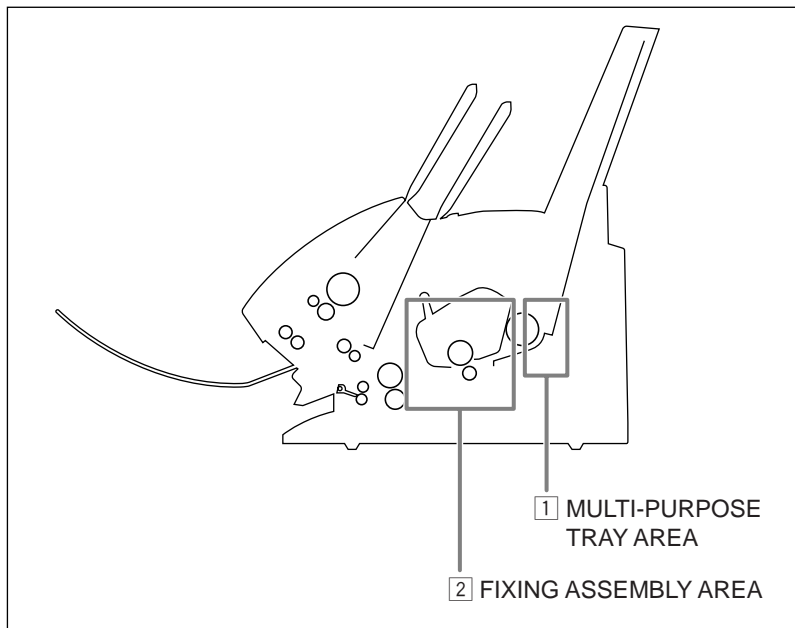
- The fixing assembly becomes extremely hot when the unit is in use. Be very careful not to touch it so as to avoid injury.
- Be careful not to touch the transfer charging roller since this adversely affects print quality.



DO NOT TOUCH THE  
FIXING ASSEMBLY

DO NOT TOUCH THE BLACK  
TRANSFER CHARGING ROLLER

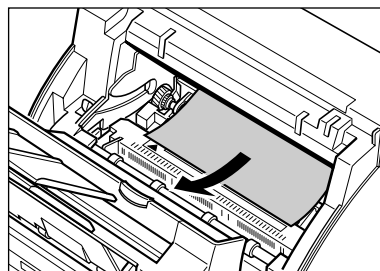
- 4** Locate the paper jam and clear it as explained on the following pages.



**1 Multi-purpose tray area:**

Hold the unit steady and carefully pull the jammed paper straight out from the unit.

- Do this carefully to prevent tearing the jammed paper. If you do tear it, be sure to remove any torn pieces from the unit since these will cause paper to jam again.
- The toner on the paper will not have been fixed to the paper yet, so remove the jammed paper carefully to avoid soiling the inside of the unit. Loose toner powder inside the unit may adversely affect print quality.
- Loose toner powder can soil any surface; protect yourself and your work area. Remove immediately any toner powder from yourself or your clothing with cold water.



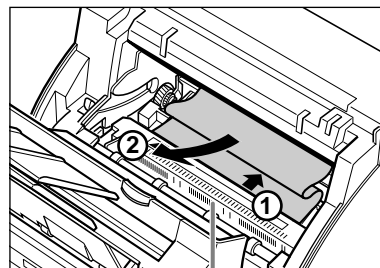
## 2 Fixing assembly area:

### Top edge of the jammed paper in the fixing assembly:

Push the jammed paper back ①, then pull it carefully toward you to remove it ②.



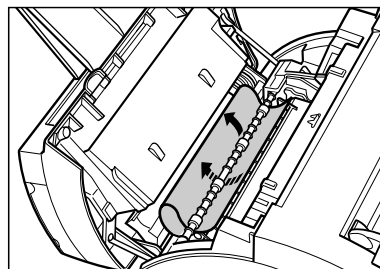
The fixing assembly becomes extremely hot when the unit is in use. Be very careful not to touch it so as to avoid injury.



**DO NOT TOUCH THE  
FIXING ASSEMBLY**

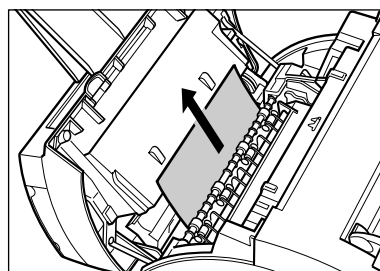
### Top edge of the jammed paper has passed through the fixing assembly:

Pass the jammed paper under the roller.



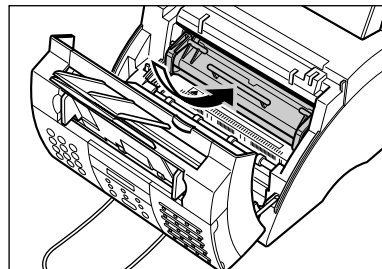
Use both hands to carefully pull out the jammed paper.

- Do this carefully to prevent tearing the jammed paper. If you do tear it, be sure to remove any torn pieces from the unit since these will cause paper to jam again.



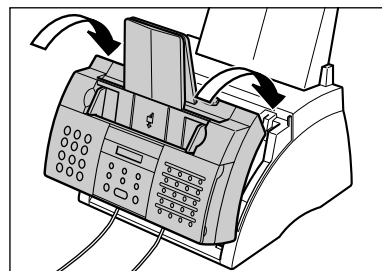
- 5** When you are finished, reinsert the toner cartridge. Hold the toner cartridge by its handle and insert it into the unit as far as it will go, making sure that its tabs are aligned with the rails inside the unit.

- Always hold the toner cartridge by its handle.



- 6** Move the paper release lever forward.

- 7** Use both hands to close the front cover.



- 8** Reload paper in the multi-purpose tray (→ p. 2-15).



- If you are experiencing repeated paper jams, it may be due to the paper you are using:
- Tap the paper on a flat surface before stacking it in the multi-purpose tray.
  - Check that the paper you are using meets the requirements for your unit (→ p. 5-2).
  - Make sure you have completely removed any scraps of paper from inside the unit. Not doing so will cause paper to jam again.

# LCD Messages

The following messages are displayed in the LCD when the unit is performing a task, or when it encounters an error. The error code appears in the ACTIVITY REPORT (→ p. 11-3).

Message	Error Code	Cause	Action
AUTO REDIAL	—	The unit is waiting to redial the other party's fax number because the line was busy or the other party did not answer when you tried to send the document.	Wait for the unit to automatically redial the fax number (→ p. 7-9).
BUSY/NO SIGNAL	#018	The fax/telephone number you dialed is busy.	Try sending the document at a later time.
		The fax number dialed was incorrect.	Check the fax number and dial again.
		The other party's fax machine is not working.	Contact the other party and have them check their fax machine.
		The other party is not using a G3 fax machine.	Contact the other party to check that they are using a G3 fax machine.
		The telephone line type setting on your unit is incorrect.	Set your unit for your telephone line type (→ p. 3-8).
		The receiving fax machine did not answer within 55 seconds (after all automatic redialing attempts).	Contact the other party and have them check their fax machine. You can try to send the document using manual sending via the handset (→ p. 7-6). For an overseas call, add pauses to the registered number (→ p. 9-2).
CHANGE CARTRIDGE	—	The toner inside the toner cartridge may be unevenly distributed.	Redistribute the toner inside the toner cartridge (→ p. 12-6). If the message remains, replace the toner cartridge (→ p. 12-6).



Message	Error Code	Cause	Action
CHANGE CARTRIDGE (Continued)		The toner cartridge is empty.	Replace the toner cartridge (→ p. 12-6).
CHECK COVER	—	The front cover is open.	Close the front cover.
CHECK DOCUMENT	#001	A document is jammed in the ADF.	Clear the document jam (→ p. 13-2). Then start again.
CHECK PAPER SIZE	—	The size of the paper in the multi-purpose tray and that specified in the PAPER SIZE setting are different.	Load the correct paper size (→ p. 2-15) or change the PAPER SIZE setting (→ p. 5-9) to match the size of the paper loaded in the multi-purpose tray.
CHECK POLLING ID	#021	The subaddress and/or password do not match the settings on the other party's fax machine.	Make sure the subaddress and/or password match the settings on the other party's fax machine (→ p. 9-9).
CHECK PRINTER	—	The toner cartridge may be defective.	Reinstall the toner cartridge (→ p. 2-12). If the message remains in the LCD, replace the toner cartridge (→ p. 12-6).
		The unit is connected to an uninterruptible power supply (UPS).	Make sure the unit is plugged into an AC outlet.  In either case, if the error does not clear, try unplugging the unit. Wait five seconds, then plug it back in. If the message remains in the LCD, contact your local authorized Canon Facsimile Dealer.
CHK SUBADDR/PSWD	#083/102	You attempted to send a document or poll another fax machine with the incorrect subaddress and/or password.	Contact the other party to check their settings. Change your settings if necessary (→ pp. 6-3, 6-8).

Message	Error Code	Cause	Action
CLEAR PAPER JAM	—	There is a paper jam.	Clear the paper jam (→ p. 13-3), then reload paper in the multi-purpose tray (→ p. 2-15).
DOC. TOO LONG	#003	The document is longer than 39.4 inches (1 meter).	Use a copier to make a reduced copy of the document and then send the copy.
ECM RX	—	The unit is receiving a fax using Error Correction Mode (ECM).	Receiving with ECM may take longer than normal receptions. Turn off ECM if you need to receive quickly, or if you know your local lines are in good condition (→ ECM RX, p. 14-7).
ECM TX	—	The unit is sending a fax using Error Correction Mode (ECM).	Sending with ECM may take longer than normal transmissions. Turn off ECM if you need to transmit quickly, or if you know your local lines are in good condition (→ ECM TX, p. 14-6).
LOAD PAPER	—	The multi-purpose tray is empty.	Load paper in the multi-purpose tray (→ p. 2-15), then press <b>Stop</b> .
MEMORY FULL	#037	<p>The unit's memory is full because it has received too many documents, or a very long or detailed document.</p> <p>The unit's memory is full because you tried to send too many pages at once, or a very long or detailed document.</p>	<p>Print any documents you no longer need to be stored in memory (→ p. 9-5). Then start again.</p> <p>Divide the document and send each part separately. To free up space in the unit's memory, print, send, or delete any documents you no longer need to be stored in memory (→ p. 9-4).</p>

Message	Error Code	Cause	Action
MEMORY USED <i>nn</i> %	—	Shows the percentage of memory currently in use.	If you need more space, wait for the unit to send any faxes. Also, print, send, or delete any documents you no longer need to be stored in memory (→ p. 9-4).
NO RX PAPER	#012	The other party's fax machine is out of paper or its memory is full.	Contact the other party and have them load paper in their fax machine or free up space in their fax machine's memory.
NO TEL #	#022	The one-touch speed dialing button or coded speed dialing code you entered has not been registered.	Register the one-touch speed dialing button or coded speed dialing code (→ Chapter 6).
NOT AVAILABLE	—	In manual sending via the handset (→ p. 7-6), you entered a speed dialing number that is assigned to a group.	Use regular dialing, or enter a one-touch speed dialing button or coded speed dialing code that only has one fax/telephone number registered.
PSWD POL REJCT	#084	You attempted to poll a fax machine with a password, but the other party has not set a password or their fax machine does not support polling with a password.	Contact the other party to check their settings. If their fax machine does not support polling with a password, delete the password you have registered (→ pp. 6-3, 6-8).
PSWD TX REJECTED	#081	You attempted to send a document with a password, but the other party's fax machine does not support reception with a password.	Contact the other party to check their settings. If their fax machine does not support reception with a password, delete the password you have registered (→ pp. 6-3, 6-8).

Message	Error Code	Cause	Action
REC'D IN MEMORY	—	The unit received the fax in memory because paper or toner ran out, or a paper jam occurred during reception.	Load paper in the multi-purpose tray (→ p. 2-15), replace the toner cartridge (→ p. 12-6), or clear the paper jam (→ p. 13-3).
SELECT POL REJECT	#082	You attempted to poll a fax machine with a subaddress, but the other party has not set a subaddress or their fax machine does not support polling with a subaddress.	Contact the other party to check their settings. If their fax machine does not support polling with a subaddress, delete the subaddress you have registered (→ pp. 6-3, 6-8).
SUBADD TX REJECT	#080	You attempted to send a document with a subaddress, but the other party's fax machine does not support reception with a subaddress.	Contact the other party to check their settings. If their fax machine does not support reception with a subaddress, delete the subaddress you have registered (→ pp. 6-3, 6-8).
TX/RX CANCELLED	—	You pressed <b>Stop</b> to cancel a transaction.	—
TX/RX NO. <i>nnnn</i>	—	The number shown ( <i>nnnn</i> ) is a unique identification number assigned to the document you are sending or receiving.	This number appears in reports so you can identify transactions. Write the number down if you will need it later.
TX/RX NO. <i>nnnn</i> SCANNING P. <i>nnn</i> MEMORY FULL (Three messages toggle.)	—	The unit is sending a document and its memory is full.	The unit continues to send the document as memory becomes available.

# Paper Feeding Problems

## ■ Paper does not feed properly.

**The multi-purpose tray may contain too many sheets.**

- Make sure you load the correct quantity (→ p. 5-2).

**The print media may not be loaded correctly.**

- Make sure the print media is loaded correctly in the multi-purpose tray (→ p. 5-4).

## ■ Multiple sheets feed together into the unit.

**The print media may not be loaded correctly.**

- Make sure the print media is loaded correctly in the multi-purpose tray (→ p. 5-4).

**The multi-purpose tray may contain too many sheets.**

- Make sure you load the correct quantity (→ p. 5-2).

**Different types of print media may be loaded in the multi-purpose tray.**

- Load only one type of print media.
- Make sure you load print media that meets the requirements for the unit (→ p. 5-2).
- Let the print media run out before refilling the multi-purpose tray. Avoid mixing new stock with print media already loaded.

## ■ Repeated paper jams occur.

**The print media you are using may be causing the jams.**

- Make sure you load print media that meets the requirements for the unit (→ p. 5-2).

## ■ Envelopes do not load.

**Envelopes may not be loaded correctly.**

- Make sure the envelopes are loaded properly (→ p. 5-5). Do not load more than 7 envelopes in the multi-purpose tray.

**The envelopes you are using may not meet the requirements for the unit.**

- Make sure you load envelopes that meets the requirements for the unit (→ p. 5-2).

**The envelopes may not be feeding properly.**

- Make sure you are using face-up delivery (→ p. 5-7).

# Printing Problems

## ■ Alarm light is lit and the unit beeps while printing.

The unit may have a paper jam.

- Clear the paper jam (→ p. 13-3).
- If the unit has no paper jam, unplug the unit and wait five seconds, then plug it back in. If the Alarm light remains lit, contact your local authorized Canon Facsimile Dealer.

## ■ Nothing prints.

The power cord may not be plugged in securely.

- Check that the power cord is plugged securely into the unit and into the wall outlet (→ p. 2-9). If the unit is plugged into a power strip, make sure the power strip is plugged in and turned on.

You may not have removed the plastic seal from the toner cartridge.

- Make sure you install the toner cartridge properly (→ p. 2-12).

The toner cartridge may need to be replaced.

- Replace the toner cartridge (→ p. 12-6).

## ■ Printout does not match the print media size.

The print media may not be loaded correctly.

- Make sure the print media is loaded correctly in the multi-purpose tray (→ p. 5-4).

## ■ Printout is skewed.

The print media may not be loaded correctly.

- Make sure the print media is loaded correctly in the multi-purpose tray (→ p. 5-4).
- Make sure the paper delivery slots are clear.

## ■ Print media jams occur.

You may not be using the correct paper delivery slot.

- Select the correct paper delivery slot (→ p. 5-7).

## ■ Printout is not clear.

You may not be using the correct print media type.

- Make sure you load print media that meets the requirements for the unit (→ p. 5-2).

You may be printing on the wrong side of the paper.

- Some papers have a “right” side for printing. If the print quality is not as clear as you would like it to be, try turning the paper over and printing on the other side.

## ■ Printout has vertical white streaks.

Toner may be low or unevenly distributed.

- Redistribute the toner inside the toner cartridge (→ p. 12-6). If the problem persists, replace the toner cartridge (→ p. 12-6).

# Faxing Problems

## Sending Problems

### ■ Cannot send a fax.

**The unit may not be set for the correct telephone line type.**

- Make sure the unit is set for the correct telephone line type (→ p. 3-8).

**The document may not be loaded correctly.**

- Make sure the document is loaded correctly in the ADF (→ p. 4-3).
- Make sure the operation panel is closed.

**The one-touch speed dialing button or coded speed dialing code you entered may not be registered correctly.**

- Check that the speed dialing settings are registered correctly (→ Chapter 6).

**You dialed or have been provided with an incorrect number.**

- Dial the number again, or check that you have the correct number.

**The other party's fax machine may be out of paper.**

- Contact the other party and ask them to make sure paper is loaded in their fax machine.

**There may be other documents being sent from memory.**

- Allow time for those documents to finish sending.

**An error may have occurred during sending.**

- Print an ACTIVITY REPORT (→ p. 11-3) and check for an error code (→ p. 13-8).

**The telephone line may not be working properly.**

- Make sure there is a dial tone when you press **Hook** or when you lift the handset of any external device connected to the unit. If there is no dial tone, contact your local telephone company.

**The receiving fax machine may not be a G3 fax machine.**

- Make sure the receiving fax machine is compatible with your unit (which is a G3 fax machine).

**The subaddress and/or password are incorrect.**

- If you registered a subaddress/password under a speed dialing button or code, make sure they match the other party's settings.

### ■ Faxes sent from the unit are spotted or dirty.

**The receiving fax machine may not be working properly.**

- Check the unit by making a copy (→ p. 10-2). If the copy is clear, the problem may be in the receiving fax machine. If the copy is spotted or dirty, clean the scanner components (→ p. 12-4).

**The document may not be loaded correctly.**

- Make sure the document is loaded correctly in the ADF (→ p. 4-3).

### ■ **Cannot send using Error Correction Mode (ECM).**

**The other party's fax machine may not support ECM.**

- If this is the case, the document is sent without ECM.

**ECM may be disabled.**

- Make sure ECM on your unit is enabled (→ ECM TX, p. 14-6).
- Contact the other party to check if ECM on their fax machine is enabled.

### ■ **Errors occur frequently while sending.**

**The telephone lines may be in poor condition, or you may have a bad connection.**

- Lower the transmission speed (→ TX START SPEED, p. 14-10).



If none of these solutions solve the problem, unplug the unit and wait for at least five seconds. Then plug it back in and try sending again. If you still cannot send, contact your local authorized Canon Facsimile Dealer.

## **Receiving Problems**

### ■ **Cannot receive a fax automatically.**

**The unit may not be set to receive automatically.**

- For the unit to receive faxes automatically, the receive mode must be set to FAX ONLY MODE, Fax/Tel Mode, ANS.MACHINE MODE, or DRPD (→ Chapter 8). If you have set ANS.MACHINE MODE, confirm that an answering machine is connected to the unit and that it is turned on with an outgoing message properly recorded (→ p. 8-9).

**The unit may have a document stored in memory, leaving little or no memory available.**

- Print, send, or delete any documents you no longer need to be stored in memory (→ p. 9-4).

**An error may have occurred during reception.**

- Check the LCD for an error message (→ p. 13-8).
- Print an ACTIVITY REPORT (→ p. 11-3) and check for an error code (→ p. 13-8).

**The multi-purpose tray may be empty.**

- Make sure paper is loaded in the multi-purpose tray (→ p. 2-15).

**The telephone line cord may not be connected properly.**

- Make sure it is connected properly (→ p. 2-7).



## ■ No automatic switching between telephone and fax calls.

**The unit may not be set to switch automatically between telephone and fax calls.**

- For the unit to switch automatically, the receive mode must be set to Fax/Tel Mode, ANS.MACHINE MODE, or DRPD (→ Chapter 8). If you have set ANS.MACHINE MODE, confirm that an answering machine is connected to the unit and that it is turned on with an outgoing message properly recorded (→ p. 8-9).

**The unit may have a document stored in memory, leaving little or no memory available.**

- Print, send, or delete any documents you no longer need to be stored in memory (→ p. 9-4).

**An error may have occurred during reception.**

- Check the LCD for an error message (→ p. 13-8).
- Print an ACTIVITY REPORT (→ p. 11-3) and check for an error code (→ p. 13-8).

**The multi-purpose tray may be empty.**

- Make sure paper is loaded in the multi-purpose tray (→ p. 2-15).

**The other party's fax machine may not send the CNG signal that tells your unit that the incoming call is a fax call.**

- Some fax machines cannot send this signal. In such cases, you will have to receive the fax manually (→ p. 8-6).

## ■ Cannot receive a document manually.

**You may have disconnected the call by pressing Start/Copy or dialing the remote receiving ID after hanging up.**

- Always press **Start/Copy** or dial the remote receiving ID *before* hanging up. Otherwise you will disconnect the call (→ p. 8-6).

## ■ Print quality is poor.

**You may not be using the correct paper type.**

- Make sure you load paper that meets the requirements for the unit (→ p. 5-2).

**The other party's fax machine may not be functioning properly.**

- The sending fax machine usually determines the unit's quality. Contact the other party and have them check that the scanning components of their fax machine are clean.

**Error Correction Mode (ECM) may be disabled.**

- Make sure ECM is on (→ ECM RX, p. 14-7).

## ■ Faxes do not print.

**The toner cartridge may not be installed properly.**

- Make sure the toner cartridge is installed properly (→ p. 2-12).

**The toner cartridge may need to be replaced.**

- Replace the toner cartridge (→ p. 12-6).

### ■ Received faxes print blotched or unevenly.

The telephone lines may be in poor condition, or you may have a bad connection.

- Error Correction Mode (ECM) sending/receiving should eliminate such problems. However, if the telephone lines are in poor condition, you may have to try again.

The other party's fax machine may not be functioning properly.

- The sending fax machine usually determines the fax's quality. Contact the other party and have them check that the scanning components of their fax machine are clean.

Toner may be low or unevenly distributed.

- Redistribute the toner inside the toner cartridge (→ p. 12-6). If the problem persists, replace the toner cartridge (→ p. 12-6).

### ■ Cannot receive using Error Correction Mode (ECM).

The other party's fax machine may not support ECM.

- If this is the case, the document is received without ECM.

ECM may be disabled.

- Make sure ECM on your unit is enabled (→ ECM RX, p. 14-7).
- Contact the other party to check if ECM on their fax machine is enabled.

### ■ Errors occur frequently while receiving.

The telephone lines may be in poor condition, or you may have a bad connection.

- Lower the reception speed (→ RX START SPEED, p. 14-10).

The other party's fax machine may not be functioning properly.

- Contact the other party and have them check that their fax machine is functioning properly.

## Copying Problems

### ■ Cannot make copies.

The document may not be loaded correctly.

- Make sure the document is loaded correctly in the ADF (→ p. 4-3).
- Make sure the operation panel is closed.

The document may not meet the requirements for the unit.

- Make sure you load documents that meet the requirements for the unit (→ p. 4-2).



For additional troubleshooting, see *Printing Problems*, p. 13-14.

# Telephone Problems

## ■ Cannot dial.

**The telephone line cord may not be connected properly.**

- Make sure it is connected properly (→ p. 2-7).

**The power cord may not be plugged in securely.**

- Check that the power cord is plugged securely into the unit and into the wall outlet (→ p. 2-9). If the unit is plugged into a power strip, make sure the power strip is plugged in and turned on.

**The unit may not be set for the correct telephone line type.**

- Make sure the unit is set for the correct telephone line type (→ p. 3-8).

## ■ Optional handset or telephone disconnects while you are talking.

**The power cord may not be plugged in securely.**

- Check that the power cord is plugged securely into the unit and into the wall outlet (→ p. 2-9). If the unit is plugged into a power strip, make sure the power strip is plugged in and turned on.

**The optional handset or telephone cord may be defective.**

- Check the cord by substituting with another cord.

# General Problems

## ■ Unit has no power.

**The power cord may not be plugged in securely.**

- Check that the power cord is plugged securely into the unit and into the wall outlet (→ p. 2-9). If the unit is plugged into a power strip, make sure the power strip is plugged in and turned on.

**The power cord may not be supplying power.**

- Check the power cord by substituting with another, or by using a voltmeter to test it for continuity.

## ■ Nothing appears in the LCD.

**The power cord may not be plugged in securely.**

- Check that the power cord is plugged securely into the unit and into the wall outlet (→ p. 2-9). If the unit is plugged into a power strip, make sure the power strip is plugged in and turned on. If the LCD remains blank, unplug the unit and wait five seconds, then plug it back in. If the LCD still remains blank, contact your local authorized Canon Facsimile Dealer.

# If You Cannot Solve a Problem

If you cannot solve the problem after having referred to the information in this chapter, contact your local authorized Canon Facsimile Dealer.

Canon's support personnel are trained in the technical support of Canon's products and will be able to help you with your problem.



Attempting to repair the unit yourself may void the limited warranty.



**If the unit makes strange noises, emits smoke or strange smells, unplug it immediately and contact your local authorized Canon Facsimile Dealer. Do not attempt to disassemble or repair the unit yourself.**

If you need to contact your local authorized Canon Facsimile Dealer directly, make sure you have the following information:

- **Product name**

LASER CLASS 1060P

- **Serial number**

The serial number is on the label located at the back of the unit.

<b>Canon</b>	HXXXXX
<hr/>	
<hr/>	
<u>Serial NO.UEWXXXXX</u>	

- **Place of purchase**

- **Nature of problem**

- **Steps you have taken to solve the problem and the results**

# If a Power Failure Occurs

If power is suddenly lost due to a power failure or accidental unplugging, a built-in battery retains the unit's settings. However, any documents stored in memory will be lost.

During a power failure, functions are limited as follows:

- You cannot make telephone calls using the optional handset. Also, depending on your telephone, you may not be able to make calls using the telephone connected to your unit.
- You cannot send, receive, or copy documents.
- You can receive telephone calls through the optional handset. Also, depending on your telephone, you may be able to receive calls through the telephone connected to your unit.

When power is restored, your unit automatically prints a MEMORY CLEAR REPORT that lists the documents that were deleted from memory as a result of the power failure.

12/27/2001 16:48 FAX 123 4567

CANON

001

\*\*\*\*\*  
\*\*\* MEMORY CLEAR REPORT \*\*\*  
\*\*\*\*\*

MEMORY FILES DELETED

TX/RX NO	MODE	CONNECTION TEL/ID	PGS.	SET TIME	ST. TIME
0046	TRANSMIT	[* 01] Canon TOKYO	3	12/27 16:03	
0047	B*CAST	[ 01] Canon CANADA	1	12/27 16:08	
		[* 02] Canon FRANCE			
0048	DEL SQ BDCST	[ 03] Canon ITALIA	1	12/27 16:15	20:00
		[ 04] Canon U.S.A.			20:00
0049	DELAYED TX	[ 08] Canon OPTICS	2	12/27 16:36	22:00



**Note** If the toner cartridge is empty or there is no paper in the multi-purpose tray when power is restored, the LCD displays CHANGE CARTRIDGE or LOAD PAPER. In these cases, the MEMORY CLEAR REPORT will not be printed even after the toner cartridge is replaced or paper is loaded.



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# Chapter 14

## Summary of Settings

This chapter summarizes the settings of your unit and explains how to access them.

<b>Understanding the Menu System</b> .....	14-2
Printing a List to Check the Current Settings .....	14-2
Accessing the Menus .....	14-3
<b>USER SETTINGS Menu</b> .....	14-4
<b>REPORT SETTINGS Menu</b> .....	14-5
<b>TX (Transmission) SETTINGS Menu</b> .....	14-6
<b>RX (Reception) SETTINGS Menu</b> .....	14-7
<b>PRINTER SETTINGS Menu</b> .....	14-8
<b>POLLING BOX Menu</b> .....	14-9
<b>SYSTEM SETTINGS Menu</b> .....	14-10

# Understanding the Menu System

The unit menu system allows you to customize the way your unit operates. It consists of seven menus, each containing settings that control different functions of your unit.

Before adjusting any settings, you may want to print the USER'S DATA LIST to check the current settings (→ below).

## Printing a List to Check the Current Settings

You can print the USER'S DATA LIST to check the current settings of your unit as well as the registered sender information (→ p. 3-5).

Follow this procedure to print the USER'S DATA LIST:

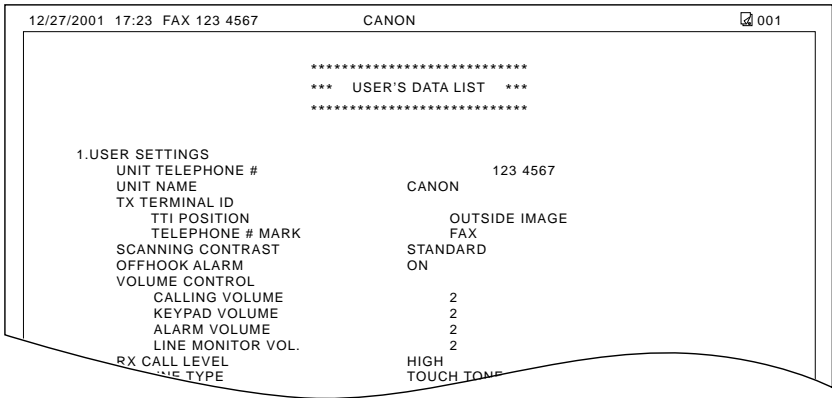
- 1** Open the one-touch speed dial panel.
- 2** Press **Report**.
- 3** Use ▼ or ▲ to select **USER DATA LIST**.
- 4** Press **Set**.
  - The unit prints the USER'S DATA LIST.

ACTIVITY REPORT

USER DATA LIST

PRINTING REPORT

The sender information is shown at the beginning of the list. The current settings of the unit are listed after this.





# Accessing the Menus

Follow this procedure to access the different menus:

**1** Open the one-touch speed dial panel.

**2** Press **Data Registration**.

DATA REGISTRATION

**3** Press **Set**.

USER SETTINGS

**4** Use ▼ or ▲ to select the menu you want.

- You can select from the following:
  - USER SETTINGS (→ p. 14-4)
  - REPORT SETTINGS (→ p. 14-5)
  - TX SETTINGS (→ p. 14-6)
  - RX SETTINGS (→ p. 14-7)
  - PRINTER SETTINGS (→ p. 14-8)
  - POLLING BOX (→ p. 14-9)
  - SYSTEM SETTINGS (→ p. 14-10)

**5** Press **Set** to access the settings under the menu you selected.

Ex: 

ECM RX

**6** Refer to the appropriate table (→ following pages) and use these guidelines to select and register settings:

- Use ▼ or ▲ to scroll through the settings.
- To register a setting or access sub-settings, press **Set**.
- To return to a previous level, press **Data Registration**.
  - For your settings to be registered, be sure to press **Set** after making a selection or entering information.
  - If at any stage you wish to return to standby mode, press **Stop**.
  - If you pause for more than 60 seconds while accessing a menu, the unit will automatically return to standby mode.

**7** When you are finished, press **Stop** to return to standby mode.

Ex: 

12/27 FaxTel

# USER SETTINGS Menu

For details on accessing the settings below, see p. 14-3.

Default settings are shown in **bold** type.

Setting	Description	Sub-Settings
DATE & TIME	Sets the current date and time (→ p. 3-6).	–
UNIT TELEPHONE #	Enters the fax/telephone number you want to appear at the top of each fax page you send (→ p. 3-6).	–
UNIT NAME	Enters the name or company name you want to appear at the top of each fax page you send (→ p. 3-7).	–
TX TERMINAL ID	Set the options for the sender information.	–
TTI POSITION	Selects whether the sender information is positioned inside or outside the image area (→ p. 3-5).	<b>OUTSIDE IMAGE</b> INSIDE IMAGE
TELEPHONE # MARK	Selects the prefix for the unit number (→ p. 3-5).	<b>FAX</b> TEL
SCAN CONTRAST	Selects the scanning contrast (→ p. 7-3).	<b>STANDARD</b> DARKER LIGHTER
OFFHOOK ALARM	Enables/disables the off hook alarm that alerts you that the handset is not seated properly in its cradle.	<b>ON</b> OFF
VOLUME CONTROL	Sets the volume of the unit sounds.	–
CALLING VOLUME	Selects the ring volume when the unit detects a voice call.	1/ <b>2</b> /3
KEYPAD VOLUME	Selects the keypad touch beep volume.	0 (off)/1/ <b>2</b> /3
ALARM VOLUME	Selects the error alarm volume.	0 (off)/1/ <b>2</b> /3
LINE MONITOR VOL	Selects the line monitor volume (sound during dialing).	0 (off)/1/ <b>2</b> /3
RX CALL LEVEL	Selects the ring type for incoming calls.	<b>HIGH</b> STANDARD
TEL LINE TYPE	Selects the telephone line type setting for your unit (→ p. 3-8).	<b>TOUCH TONE</b> ROTARY PULSE

# REPORT SETTINGS Menu

For details on accessing the settings below, see p. 14-3.

Default settings are shown in **bold** type.

Setting	Description	Sub-Settings
TX REPORT	Enables/disables automatic printing of a TX (transmission) REPORT (→ p. 11-4). PRINT ERROR ONLY: Prints a report only when a transmission error occurs. OUTPUT YES: Prints a report every time you send a document. OUTPUT NO: No report is printed.	<b>PRINT ERROR ONLY</b> OUTPUT YES OUTPUT NO
PRINT WITH IMAGE	If you select PRINT ERROR ONLY or OUTPUT YES above, this setting enables/disables printing of the first page of the fax under the report.	<b>ON</b> OFF
RX REPORT	Enables/disables automatic printing of an RX (reception) REPORT (→ p. 11-5). OUTPUT NO: No report is printed. PRINT ERROR ONLY: Prints a report only when a reception error occurs. OUTPUT YES: Prints a report every time you receive a document.	<b>OUTPUT NO</b> PRINT ERROR ONLY OUTPUT YES
ACTIVITY REPORT	Enables/disables automatic printing of an ACTIVITY REPORT after every 20 transactions (→ p. 11-3).	<b>ON</b> OFF

# TX (Transmission) SETTINGS Menu

For details on accessing the settings below, see p. 14-3.

Default settings are shown in **bold** type.

Setting	Description	Sub-Settings
ECM TX	Enables/disables Error Correction Mode (ECM) during transmission.	<b>ON</b> OFF
MID PAUSE SET	Selects the length of a pause entered within a fax/telephone number with the <b>Pause</b> button.	<b>2 SEC</b> (1 to 15)
AUTO REDIAL	Enables/disables automatic redialing if the other party's line is busy on the first attempt (→ p. 7-9).	<b>ON</b> OFF
REDIAL TIMES	Selects the number of redial attempts.	<b>2 TIMES</b> (1 to 10)
REDIAL INTERVAL	Selects the time interval between redial attempts.	<b>2 MIN.</b> (2 to 99)
TIME OUT	Enables/disables automatic scanning of documents after the fax number is entered. ON: Scanning begins automatically five seconds after entering the fax number (10 seconds if sending to multiple fax numbers). OFF: Scanning does not start automatically. (You need to press <b>Start/Copy</b> to begin scanning.)	<b>ON</b> OFF

# RX (Reception) SETTINGS Menu

For details on accessing the settings below, see p. 14-3.

Default settings are shown in **bold** type.

Setting	Description	Sub-Settings
ECM RX	Enables/disables Error Correction Mode (ECM) during reception.	<b>ON</b> OFF
RX MODE	Selects the receive mode (→ Chapter 8). If you select FAX/TEL AUTO SW or DRPD, you can select additional sub-settings (→ pp. 8-4, 8-10).	<b>FAX/TEL AUTO SW</b> FAX ONLY MODE DRPD
INCOMING RING	When the RX MODE setting is set to FAX ONLY MODE or FAX/TEL AUTO SW, this setting enables/disables ringing when the unit receives a call.*	<b>OFF</b> ON
RING COUNT	Selects the number of rings before the unit begins receiving.	<b>2 TIMES</b> (1 to 99)
MAN/AUTO SWITCH	When the receive mode is set to MANUAL MODE, this setting determines if the unit switches to fax receive mode after it rings for a specified time.	<b>OFF</b> ON
F/T RING TIME	If you select ON above, this setting selects the length of time the unit rings before switching to fax receive mode.	<b>15 SEC</b> (1 to 99)
REMOTE RX	Enables/disables remote receiving.	<b>ON</b> OFF
REMOTE RX ID	If you select ON above, this setting selects the remote receiving ID.	<b>25</b> (00 to 99)
MEMORY RX	Enables/disables reception of a document in the unit's memory when a problem occurs.	<b>ON</b> OFF
RX PAGE FOOTER	Enables/disables printing of the reception date and time, transaction number (TX/RX NO.), and page number at the bottom of each received fax page.	<b>OFF</b> ON

\* Even if you have set INCOMING RING to ON, ringing will only occur if you have connected the optional handset or a telephone to your unit.

# PRINTER SETTINGS Menu

For details on accessing the settings below, see p. 14-3.

Default settings are shown in **bold** type.

Setting	Description	Sub-Settings
RX REDUCTION	Enables/disables reduction of faxes to fit on the paper loaded in the multi-purpose tray.  If you select ON, you can select the direction of the reduction.	<b>ON</b> OFF  <b>VERTICAL ONLY</b> HORIZ & VERTICAL
PAPER SIZE	Selects the size of the paper loaded in the multi-purpose tray (→ p. 5-9).  If you select CUSTOM, you can select additional sub-settings (→ p. 5-9).	<b>LTR</b> LGL CUSTOM A4
ECONOMY PRT	Enables/disables economy printing (→ p. 5-11).	<b>OFF</b> ON
TONER SUPPLY LOW	Selects whether the unit continues printing when toner level is low (CHANGE CARTRIDGE displayed in the LCD). RX TO MEMORY: Stops printing and received faxes are stored in memory. KEEP PRINTING: Ignores the warning and keeps printing the entire document. This setting is convenient when you do not have a new toner cartridge at hand. Note however, that when you select this setting, the unit will not receive the document in memory when the toner cartridge is completely empty. Once you install a new toner cartridge, be sure to set RX TO MEMORY.	<b>RX TO MEMORY</b> KEEP PRINTING

# POLLING BOX Menu

For details on accessing the settings below, see p. 14-3.

Default settings are shown in **bold** type.

Setting	Description	Sub-Settings
SETUP FILE	Sets up the polling box to hold a document to be polled (→ p. 9-11).	–
FILE NAME	Enters the name for the polling box.	–
PASSWORD	Enters a password to restrict access to the polling box settings.	0000 to 9999
TX PASSWORD	Enters an ITU-T-standard password.	–
ERASE AFTER TX	Selects whether the document is deleted from memory once it is polled, or continues to be stored in memory. ON: Document is deleted from memory after it is polled. OFF: Document remains in memory after it is polled.	<b>ON</b> OFF
CHANGE DATA	Changes the polling box settings (→ p. 9-14).	–
PASSWORD	Enters the password (if registered) to access the polling box settings.	–
DELETE FILE	Deletes the polling box settings (→ p. 9-14).	–
PASSWORD	Enters the password (if registered) to access the polling box settings.	–

# SYSTEM SETTINGS Menu

For details on accessing the settings below, see p. 14-3.

Default settings are shown in **bold** type.

Setting	Description	Sub-Settings
RX RESTRICTION	Restricts reception of faxes to the numbers registered for speed dialing on your unit (→ p. 9-16).	<b>OFF</b> ON
DATE SETUP	Selects the date format displayed in the LCD and printed on the faxes you send.	<b>MM/DD/YYYY</b> DD/MM YYYY YYYY MM/DD
DISPLAY LANGUAGE	Selects the language of the LCD messages, settings, and reports.	<b>ENGLISH</b> FRENCH SPANISH
TX START SPEED	Selects the speed at which the unit starts transmitting.	<b>33600bps</b> 14400bps 9600bps 7200bps 4800bps 2400bps
RX START SPEED	Selects the speed at which the unit starts receiving.	<b>33600bps</b> 14400bps 9600bps 7200bps 4800bps 2400bps



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# Appendix A

## Specifications

This appendix lists the unit's main specifications.

<b>General Specifications</b> .....	A-2
<b>Printer</b> .....	A-2
<b>Facsimile</b> .....	A-2
<b>Copier</b> .....	A-3
<b>Telephone</b> .....	A-3

# General Specifications

## Power Source

- 120 V
- 60 Hz

## Power Consumption

- Max.: 500 W
- Standby: Approx. 7 W

## Weight

Approx. 24.3 lb./11 kg (With components attached)

## Dimensions

→ p. 2-2

## Environmental Conditions

- Temperature: 50°–90.5°F (10°–32.5°C)
- Humidity: 20%–80% RH

## Liquid Crystal Display (LCD)

16 × 1

## Display Languages

English/French/Spanish

## Applicable Standards

- Electrical Safety: UL, C-UL
- Radiation: FCC Part 15 Class B, IC
- PTT: FCC Part 68, IC
- Other: Energy Star compliant

## ADF Capacity

→ p. 4-2

## Multi-Purpose Tray Capacity

→ p. 5-2

## Printable Areas

→ p. 5-3

## Scanned Area

→ p. 4-2

# Printer

## Printing Method

Laser beam printing

## Paper Handling

Automatic feed

## Print Media Size and Weight

→ p. 5-2

## Recommended Print Media

→ p. 5-4

## Print Speed\*

Approx. 6 pages/minute

## Print Width

Max. 8.2 in. (208 mm)

## Resolution

600 × 600 dpi

## Printing Cartridge

FX-3 toner cartridge

## Toner Saver

Approx. 30% to 40% reduction in toner consumption

# Facsimile

## Applicable Line

Public Switched Telephone Network (PSTN)

## Compatibility

G3

## Data Compressing System

MH, MR, MMR

## Modem Type

Fax modem

## Modem Speed

33.6/31.2/28.8/26.4/24/21.6/19.2/16.8/14.4/12/9.6/  
7.2/4.8/2.4 Kbps

## Transmission Speed

Approx. 3 seconds/page\* at 33.6 Kbps,  
ECM-MMR, transmitting from memory

## Scanning Image Processing

- Ultra High Quality (UHQ™) image enhancement
- Halftones: 64 levels of gray
- Density adjustment 3 levels

## Transmission/Reception Memory

Approx. 256 pages\*

## Fax Scanning Speed

Approx. 7.7 seconds/page\*

\* Based on ITU-T No. 1 Chart, standard mode.

**Fax Resolution**

- FAX STANDARD: 203 pels/in. × 98 lines/in.  
(8 pels/mm × 3.85 lines/mm)
- FAX FINE: 203 pels/in. × 196 lines/in.  
(8 pels/mm × 7.7 lines/mm)
- FAX PHOTO: 203 pels/in. × 196 lines/in. with  
halftones (8 pels/mm × 7.7 lines/mm with  
halftones)
- SUPER FINE: 203 pels/in. × 392 lines/in.  
(8 pels/mm × 15.4 lines/mm)

**Dialing**

- Automatic dialing
  - One-touch speed dialing (24 destinations)
  - Coded speed dialing (100 destinations)
  - Group dialing (Max. 123 destinations)
- Regular dialing (with numeric buttons)
- Automatic redialing
- Manual redialing
- Pause button
- Redial button

**Networking**

- Sequential broadcasting (Max. 125 destinations)
- Automatic reception
- Automatic fax/tel switchover
- Delayed transmission (Max. 125 destinations)
- Polling transmission
- Polling reception
- Remote reception by telephone (Default ID: 25)
- Non-ring reception
- ECM deactivation
- ACTIVITY REPORT (after every 20 transactions)
- Non-delivery report
- TTI (Transmit Terminal Identification)

**Copier****Scanning Resolution**

- Direct Copy: 400 × 300 dpi
- Memory Copy: 200 × 300 dpi

**Printing Resolution**

600 × 600 dpi

**Reduction**

70%, 80%, 90%

**Copy Speed**

Approx. 6 pages/minute

**No. of Copies**

Max. 99 copies

**Telephone****Connection**

- Optional handset/telephone
- Additional telephone/answering machine (CNG  
detecting signal)/data modem



---

# Appendix B

## Options

If you have purchased the optional handset, refer to this appendix for instructions on attaching it to your unit.

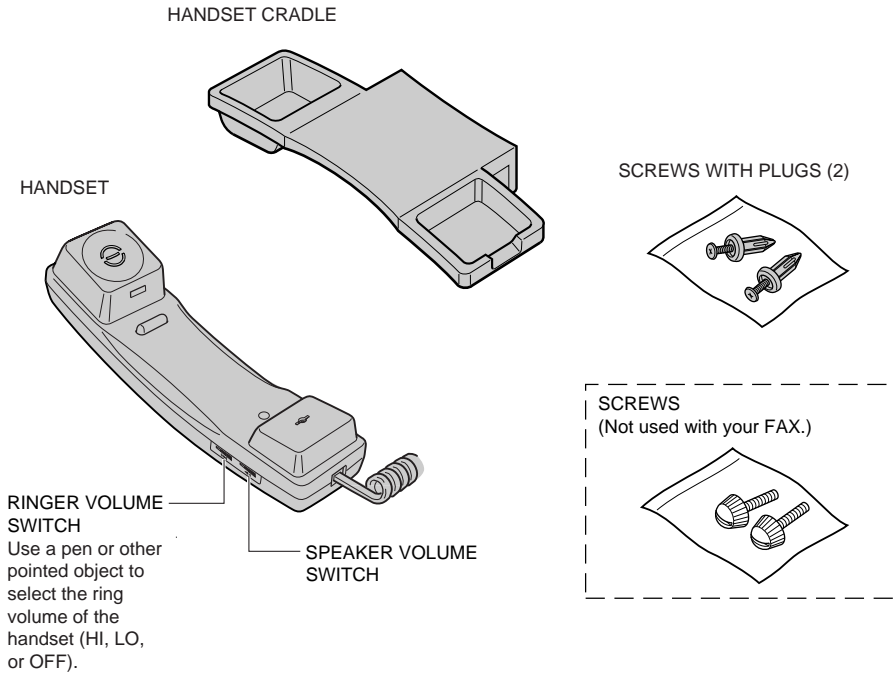
<b>Optional Handset .....</b>	<b>B-2</b>
Package Contents.....	B-2
Attaching the Handset to Your Unit.....	B-3
Maintaining Your Handset .....	B-4

# Optional Handset

An optional handset is available for connection to your unit. Contact your local authorized Canon Facsimile Dealer for more information on purchasing this option.

## Package Contents

Make sure your handset package includes the following items:

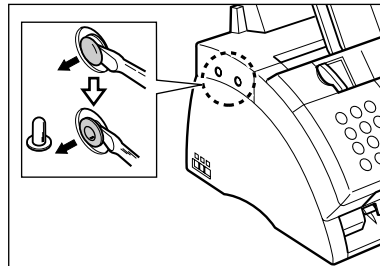


If any items are damaged or missing, notify your local authorized Canon Facsimile Dealer immediately.

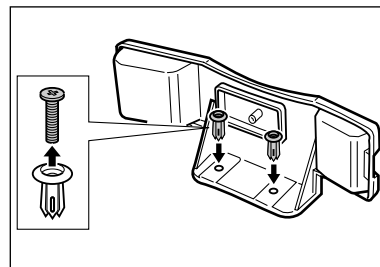
# Attaching the Handset to Your Unit

Follow this procedure to attach the handset to your unit:

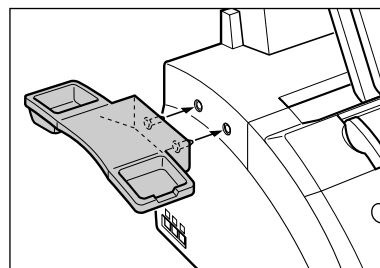
- 1** Use a screwdriver to remove the two covers on the left side of the unit.



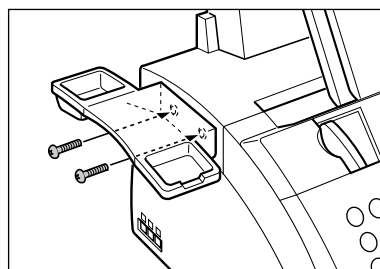
- 2** Remove the screws from the plugs and insert the plugs into the holes on the handset cradle.




- 3** Insert the plugs (with the handset cradle) into the holes on the unit.
  - If you have difficulty inserting the plugs, turn the unit so that the left side is facing you and the right side is against a wall. You can now insert the plugs without the unit moving.



- 4** Use your finger to push the screws into the plugs.
  - If you have difficulty, use a cross-point screwdriver to *push* the screws all the way into the plugs. (Do not screw them in as the screws may break.)
  - Make sure you support the unit when inserting the screws.



- 5** Place the handset in its cradle and connect the handset cord to the  jack.

## **Maintaining Your Handset**

To maintain your handset in top working condition, be sure to follow these guidelines:

- Do not leave your handset exposed to direct sunlight.
- Do not install your handset in hot or humid conditions.
- Do not spray aerosol polishes on your handset since they may enter the holes on your handset and cause damage.
- Use a damp cloth to clean your handset.



---

# Glossary

## ■ A

### **AC**

*Alternating current.* The type of electrical current available from a wall outlet.

### **ACTIVITY REPORT**

A journal of the unit's fax transactions, both sent and received.

### **ADF**

*Automatic Document Feeder.* The device included in the unit that automatically feeds the document being faxed or copied.

### **Application program**

Software prepared for a specific function or set of functions. Developers who make application programs include drivers that support different types of printers.

### **Auto FAX/TEL switching**

See *Fax/Tel switching*.

### **Automatic dialing**

Dialing fax or telephone numbers by using a shortcut of pressing one or three buttons. To use automatic dialing, you must register the numbers. See also *One-touch speed dialing*, *Coded speed dialing*, and *Group dialing*.

### **Automatic image reduction**

The unit can print the date, time, name or company name, and a fax/telephone number at the top of the faxes it receives. To prevent this information from crowding the faxed image on the page and possibly lengthening the fax, the unit automatically reduces the size of the image to fit on the page.

### **Automatic redialing**

When the receiving fax machine is busy, the unit waits a specified time and then automatically redials the number. You define the number of times the unit redials and the length of time between redialings.

## ■ B

### **bps**

*Bits per second.* Refers to the speed with which a fax machine sends and receives data.

### **Broadcasting**

Transmitting documents to more than one destination.

## ■ C

### **Centronics®**

An interface standard for parallel data transmission. One of the interfaces on the unit is a Centronics®-type parallel interface.

### **CNG**

Stands for *Calling Signal*. This is a signal sent by fax machines to identify the call as a fax transmission. When the receiving fax machine detects this signal, it automatically starts receiving the fax. The majority of fax machines in use today can send and detect CNG signals.

### **Coded speed dialing**

An automatic dialing method that allows you to dial a fax or telephone number by pressing **Coded Dial** and a two-digit code using the numeric buttons.

### **Cursor**

The underline symbol you see in the LCD when you register numbers and names in the unit.

## ■ D

### **Delayed sending**

The ability to send a document automatically at a preset time.

### **Dialing methods**

Ways of pressing one or more buttons to access a telephone/fax number to connect to an outside party or fax machine. Dialing methods include one-touch, coded speed dialing, group dialing, and regular dialing.

### **Document**

The sheet of paper containing the data that you send to, or receive from a unit.

### **dpi**

*Dots per inch*. A unit of measurement for indicating a printer's resolution.

### **DRPD**

*Distinctive Ring Pattern Detection*. Allows you to assign different ring patterns to distinguish voice and fax calls using your telephone company's special services.

### **Dual access (Multitasking)**

Enables the unit to receive a fax (in memory), even if it is copying or printing a document. Also enables you to scan other faxes into memory, make copies, print reports, print documents, or register information while the unit sends a fax from memory.

## ■ E

### **ECM**

*Error Correction Mode.* The ability of your unit to reduce system and line errors when sending or receiving from another fax machine with ECM capability. ECM is most effective in areas where the telephone lines are in poor condition or there is frequent interference on the line.

## ■ F

### **Factory default**

The unit is preprogrammed in the factory with settings that we recommend. These are known as factory default settings. You can customize your unit by changing the factory default settings.

### **Fax/Tel switching**

The ability of the unit to automatically detect whether a call is from a fax machine or telephone. With this feature, one telephone line can be shared by both the telephone and the fax machine.

### **FINE**

The resolution setting for documents with very small characters and lines.

## ■ G

### **G3, Group 3 fax machine**

Defined by ITU-T. Uses encoding schemes to transmit image data while reducing the amount of data that needs to be transmitted, thus reducing transmission time. G3 fax machines can transmit one page in less than one minute. Encoding schemes for G3 fax machines are Modified Huffman (MH), Modified READ (MR), and Modified Modified READ (MMR).

### **Grayscale**

Representing color in black & white as a result of different intensities of color. Different colors and intensities of colors appear as different shades of gray.

### **Group dialing**

A dialing method that enables you to dial up to 123 registered one-touch speed dialing or coded speed dialing numbers together as a group. This means that you can press just one or three buttons to enter numbers when sending the same document to many destinations.

## ■ H

### **Halftone**

Using this method, the unit produces shades of gray by mapping dots to be printed.

## ■ I

### **IEEE 1284**

IEEE 1284 is the new specification standard for computer-to-peripheral bi-directional parallel interface communications. The new standard was adopted by IEEE, Institute of Electrical and Electronic Engineers, Inc., in 1993. Some of the benefits it provides are: bi-directional communication between PCs and peripheral devices, a higher speed data transfer rate, and protection against data loss due to noise interference.

### **Interface**

The connection between two devices that makes it possible for them to communicate with each other. Your unit has a parallel interface port and a USB interface port.

### **ITU-T**

*International Telecommunications Union-Telecommunications* sector. A committee created to set international standards for telecommunications.

### **ITU-T No. 1 Chart**

A test chart, defined by ITU-T, used to measure the transmission speed as well as the transmitting and receiving memory capacity of a fax machine.

## ■ J

### **Jack**

The telephone receptacles on your wall and unit used to connect the telephone line, the optional handset or a telephone, and an additional telephone, answering machine, or data modem.

## ■ M

### **Manual receiving**

A method of receiving faxes in which you manually activate reception from the unit, or from the optional handset or telephone connected to the unit.

### **Manual redialing**

When you use regular dialing, you can redial a number “manually” by simply pressing **Redial**. The last number dialed with the numeric buttons is the number redialed.

### **Memory sending**

Scans a document into memory before the unit dials the number(s) and sends it. This method allows you to retrieve your document immediately after scanning.

### **Modem**

A device that converts (MOdules) digital data for transmission over telephone lines. At the receiving end, this device converts the modulated data (DEModulates) to digital format that the PC understands.

## ■ N

### Noise

A term applied to a variety of problems that impair the operation of telephone lines used for faxing.

### Numeric buttons

The round, numbered buttons on the operation panel marked the same as a standard telephone keypad. Press them to perform regular dialing. They are also used to enter numbers, letters, and symbols when registering numbers and names, and for entering two-digit codes for coded speed dialing.

## ■ O

### One-touch speed dialing

An automatic dialing method that allows you to dial a fax or telephone number by pressing a single one-touch speed dialing button. The unit can store up to 24 numbers for one-touch speed dialing.

### One-touch speed dialing buttons

The buttons numbered 01 to 24 on the operation panel, each of which may be registered with a fax or telephone number. Once a number is registered, you press one button to dial the entire number.

## ■ P

### Paper feed

Refers to guiding a sheet of paper into the unit's paper path.

### Parallel interface

An interface that transmits multiple bits simultaneously (usually in one-byte segments). Your unit has a built-in, Centronics®-type bi-directional parallel interface.

### Pause

A timing entry required for registering certain overseas or long distance numbers and for dialing out through some telephone systems or switchboards. Pressing **Pause** enters a pause between or after digits of a fax/telephone number.

### Photo

The document setting you use for sending or copying documents with intermediate tones, such as photographs.

### Polling

One fax machine requesting another to send a document. The receiving party calls the fax machine holding the document to be sent, and requests that it be sent.

### Printable area

The area of a sheet of paper or other print media on which the unit can reproduce text or graphics (the printing area is smaller than the paper).

**Printer driver**

Software that sends printing instructions to a printer (in this case, the LASER CLASS). The printer driver keeps track of the attributes of a printer and the codes the program must send to access those attributes.

**Pulse**

See *Rotary pulse*.

**■ Q****Quick-on-line sending**

Quick-on-line sending is the easiest and quickest way to send a document. After a document is loaded in the ADF, the unit begins scanning the entire document into memory. As the first page of a multipage document is being scanned, your unit begins calling the other party, and transmits the information even as the remaining pages are being scanned.

**■ R****Receiving**

Also called *RX* or *Reception*. This refers to how the unit receives a fax.

**Reception**

See *Receiving*.

**Redialing**

See *Automatic redialing* and *Manual redialing*.

**Reduction mode**

See *Automatic image reduction*.

**Registering**

A process by which you place fax or telephone numbers, names, and other information in the unit's memory.

**Regular dialing**

Also called *Manual dialing*. Pressing the individual numeric buttons to dial a fax or telephone number.

**Remote receiving ID**

The two-digit code that enables you to manually activate reception of a fax using a telephone connected to the unit. (The default code is 25.)

**Remote reception**

Activating reception of a fax by answering a telephone that is connected to the unit, but that is not located near the unit. You need to dial the remote receiving ID to start reception of a fax.

**Report**

A document printed by the unit containing information about the faxes it has sent or received.

**Resolution**

The density of dots for any given output device. Expressed in terms of dots per inch (dpi). Low resolution causes font characters and graphics to have a jagged appearance. Higher resolution means smoother curves and angles, as well as a better match to traditional typeface designs. Resolution values are represented by horizontal data and vertical data, for example, 600 × 600 dpi.

**Rotary pulse**

A telephone dialing system where a dial is rotated to send pulses to the telephone switching system. When you pulse dial, you hear clicks. When you touch-tone dial, the most common dialing system, you hear tones.

**RX**

See *Receiving*.

**■ S****Scanning contrast**

A setting that darkens or lightens the scanning of documents.

**Sender ID**

Also called *TTI* or *Transmit Terminal ID*. Information printed at the top of a fax informing the receiver of the date and time of transmission, the sender's details, and the page number. You must register this information in your unit.

**Sending**

Also called *TX* or *Transmit*. A document that has been scanned by a fax machine and sent over telephone lines, in the form of electrical pulses, to another fax machine.

**Sending speed**

The rate at which faxes are transmitted through the telephone line. See also *bps*.

**Sequential broadcasting**

Allows you to send a scanned document to as many as 125 locations at once, using a combination of one-touch speed dialing, coded speed dialing, and regular dialing.

**STANDARD**

A document setting for sending normal typewritten or printed documents containing only text and no drawings, photographs, or illustrations.

**Standby**

The mode in which the unit is on and ready to use. All operations start from standby mode when the LCD displays the date and reception mode.

**SUPER FINE**

The resolution setting for documents with fine print and images.

## ■ T

### **Timed sending**

See *Delayed sending*.

### **Tone/pulse setting**

The ability to set the unit to match the telephone dialing system your telephone line uses: touch-tone or rotary pulse.

### **Toner**

A black, resin-coated powder contained in the FX-3 toner cartridge. The unit applies the toner to the surface of the photosensitive drum inside the unit via an electrophotographic mechanism.

### **Toner saver**

Decreases the amount of toner used, resulting in a longer effective cartridge life.

### **Transaction number**

A unique number assigned to each document sent (TX NO.) or each fax received (RX NO.) by the unit and used to identify that particular fax.

### **Transmit**

See *Sending*.

### **TTI**

*Transmit Terminal ID. See Sender ID.*

### **TX**

See *Sending*.

## ■ U

### **UHQ™**

*Ultra High Quality.* An exclusive Canon digital image processing system that incorporates 64 shades of gray along with a special edge enhancement feature that ensures that text and photos are transmitted with ultimate clarity.

### **USB port**

This port, located at the back of the unit, is for connecting the unit to your PC. Connect a USB cable to the USB ports on the unit and PC.



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